

**PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS**

**Minutes**

**June 24, 2021**

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, June 24, 2021. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mr. Winston Sauls, Chairman, presided.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- John Howard, M.D, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Winston Sauls, Borger
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Raul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Ricky White, Mayor, City of Friona

**STAFF PRESENT:** Ms. Katheryn English, Local Government Services Program Specialist Director; Ms. Katie Paul, Local Government Services Coordinator; Mr. Trent Taylor, Finance Director; Mrs. Sundee Rossi, Area Agency on Aging Director; Ms. Lori Gunn, Regional Services Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Sharee Bailey, Administrative Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:**

Ms. Coleen Bradley, Administrator, Town of Darrouzett; Ms. Mary Owen, Representative from Senator Ted Cruz's Office; Ms. Karen Faulkenberry, Texas Department of Agriculture

**1. CALL TO ORDER**

Mr. Winston Sauls called the meeting to order at 1:31 p.m. and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

**2. INVOCATION**

Judge Dan Looten gave the invocation.

3. **MINUTES**

Mayor Kerry Symons moved to approve the minutes from the meeting held on May 27, 2021, as received. Dr. John Howard seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Sheriff Sal Rivera moved to approve the vouchers for the month of May, 2021. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

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

Mr. Trent Taylor reminded the Board that the PRPC group health care coverage to its employees through TML is part of an overall benefit package. Regular full-time employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 47 employees on the employee plan, 6 employees electing child coverage.

For PRPC's 2022 fiscal year, TML has quoted PRPC a 3% increase to continue with the current medical plan. In addition, TML has quoted optional plans for consideration with various increases in comparison to our current plan. The following chart provides a comparison of the monthly rates:

	<u>Current Rate</u>	<u>New Plan</u>	<u>Increase</u>
Employee	\$766.36	\$789.36	\$ 23.00
Spouse	\$789.36	\$813.04	\$ 23.68
Child	\$582.46	\$599.94	\$ 17.48
Family	\$1,494.42	\$1,539.26	\$ 44.84

Judge Dan Looten moved to authorize the Executive Director to execute the agreements with TML for the new plan year for the deductible and coinsurance amounts as described above effective October 1, 2021. Dr. Bill Hallerburg seconded the motion; the motion was carried by unanimous vote.

6. **AREA AGENCY ON AGING SENIOR TRANSPORTATION AGREEMENT**

Ms. Sundee Rossi reminded the Board that for over a decade the Area Agency on Aging (AAA) has been providing Transportation Demand Response Services to seniors within the city limits of Amarillo through a contractor. The current contractor of these services, CORD Care Transportation, gave notice to the AAA that they will be ending their contract and closing their business as of July 31, 2021.

She also stated that the alternative means of transportation in the community is the ACT-Connect (formerly Spec Trans) provided by the City of Amarillo Transit, however this service as it is currently funded requires an application process and a certification that the individual is not able to use due to significant disability. Transportation services with the AAA provided through a contractor, are funded by the authorization of the Older American's Act, and are for all individuals over the age of 60 to maintain independence. The proposed agreement with the City of Amarillo will expand their services through the ACT-Connect buses, to continue to provide essential transportation services, to seniors who may not meet the criteria of the current programs administered by the city.

Judge Don Allred moved to authorize the Executive Director to sign the funding agreement with the City of Amarillo to provide transportation services to connect seniors within the city limits of Amarillo to essential community services. Mr. Steven Cortez seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters reminded the Board 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, it is 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 FY21 Q3 performance report covering March, April and May.

- There were 88,002 9-1-1 calls received from the 22 regional call centers of with 65,165 being wireless or 74%.
- Staff monitored eighteen Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 2,108 network test calls.
- There were 24 outages, one caused by AT&T configuring our routers incorrectly, which brought down all 22 call centers. The other two were separate cable cuts affecting Hereford Police Department and Lipscomb County Sheriff's Office.
- Completed Next-Gen Configuration at all 22 sites and working through some data issues.

Dr. John Howard moved to authorize the Executive Director to accept the performance report as submitted for the third quarter of FY21 covering March, April and May. Commissioner Pat Sims 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. The Committee provides general guidance and policy direction to the Panhandle Regional 9-1-1 project. Nominees are: Cheryl Cano, Chief Dispatcher for Hemphill County Sheriff's Office and Kimberly Weatherly, Jail Administrator for Sherman County Sheriff's Office.

Judge Don Allred moved to appoint these individuals to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee for three-year terms. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

#### 9. **PANHANDLE REGIONAL 9-1-1 NETWORK MAINTENANCE SERVICES CONTRACT**

Mr. Mike Peters reminded the Board that a requirement of the Commission on State Emergency Communications (CSEC) is to maintain interlocal contracts between the Texas Councils of Government and the agencies responsible for each 9-1-1 PSAP or Public Safety Answering Point.

The interlocal agreements explain the requirements of both the PRPC and the agency responsible for the PSAP. These contracts are renewed in conjunction with the State's fiscal biennium. This is the beginning of a new funding cycle and the old contracts will soon expire and the process of renewing these agreements with the 21 cities or counties that are responsible for operating the program's 9-1-1 call taking centers has begun. There are a few changes made to the agreements from the past contract. (1) the agreements will be to renew the term of the document to expire with the next biennium or August 31<sup>st</sup> of 2023 in Article 12 page 7. (2) testing requirements on section 3.26 on page 4 and sample testing attachments E, pages 14 and 15.

Sheriff Sal Rivera moved to authorize the Executive Director to execute interlocal agreements for 9-1-1 service and public safety answering point equipment with 21 regional cities and counties operating 9-1-1 public safety answering points. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

#### 10. **PANHANDLE REGIONAL 9-1-1 NETWORK INTERLOCAL AGREEMENTS FOR ADDRESSING, GEOGRAPHIC AND DATABASE SERVICES**

Mr. Mike Peters reminded the Board when 9-1-1 began in the Texas Panhandle in the early ninety's, most rural people used rural route boxes to receive their mail. It soon became a requirement to develop 9-1-1 addresses to get emergency responders to the correct location. As such, the Panhandle Regional 9-1-1 Network has been improving the 9-1-1 address information for almost thirty years. Rural addressing services for residents and businesses outside of the incorporated areas in our 24-county region have also been provided.

He also stated that an agreement has never been maintained with each county that developed this relationship that we have had for the past many years. It has recently become more important for the PRPC to have a formal relationship as other agencies are causing confusion related to 9-1-1 addressing. There are many issues related to developers using incorrect addressing methods or database challenges. As such, an

interlocal contract has been developed that formally establishes this relationship between the PRPC and each of the 24 counties within the PRPC 9-1-1 region.

Ms. Karen Price moved to authorize the Executive Director to execute interlocal agreements for addressing, geographic and database services with 24 Panhandle counties. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

**11. 2021 REGIONAL CRIMINAL JUSTICE STRATEGIC PLAN APPROVAL**

Ms. Lori Gunn reminded the Board that each year the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas.

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

Judge Wayne Nance moved to consider the approval of the Panhandle Regional Planning Commission Regional Criminal Justice 2021 Strategic Plan. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**12. REGIONAL SOLID WASTE PLANNING CONSULTANT SERVICES CONTRACT**

Ms. Lori Gunn reminded the Board that in accordance with Texas Health and Safety Code, a Council of Government has primary responsibility for the regional planning process to develop the region's solid waste management plan for a twenty-year (20) year period. The final plan for use within the region will be approved by the Texas Commission on Environmental Quality (TCEQ). Assessment of the recycling efforts as well as a description of current programs. Recommendations for waste minimization and composting along with management of MSW facilities.

Since 1996, the region has worked with Keep Texas Recycling (KTR), formerly known as Cooperative Teamwork & Recycling Assistance (CTRA) to market and ship materials to recycling mills. This long-standing relationship has afforded the region's recycling programs the opportunity to remove materials from their waste streams and landfills that are then recycled.

The project will provide \$5,000.00 to Keep Texas Beautiful which operates Keep Texas Recycling (formerly Cooperative Teamwork and Recycling Assistance). The contract will allow KTR to provide PRPC with assistance in developing the region's solid waste management plan's recycling-related elements for the period of 2022-2042.

Judge Nancy Tanner moved to authorize the Executive Director to execute the interlocal agreement with Keep Texas Beautiful. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**13. TXDOT FIVE-YEAR MASTER GRANT AGREEMENT (MGA) FOR AGENCIES UTILIZING TXDOT FUNDS**

Ms. Katie Paul reminded the Board that beginning in early 2006, TxDOT contracted with 24 regional lead entities to plan for the development and enhancement of coordinated regional public transportation operations and services. PRPC has established the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to guide the regional public transportation planning process. This body is comprised of representatives from the public transportation sector, rider groups, the service providers that see customers riding public transportation, and other special interest groups. The PROMPT is responsible for developing five-year regional transportation plans that identify the availability of public transportation in the region, establish demand in both urban and rural communities, and establish a series of recommended strategies that can be implemented to improve the overall system.

Initial funds were contracted in the spring of 2006 for the development of Regional Coordination Plans. These plans were completed and submitted in 2006 and adopted as

the 2007 Regional Transportation Plan with attainable goals. Subsequently, the PROMPT established the 2011 Regional Plan that has seen multiple initiatives implemented in the region ranging from Veterans Transportation Summits to improved coordination between the public and private transportation providers. The 2017 Regional Plan developed strategies and goals that have been implemented through the last five years. PRPC staff are currently engaged in developing the 2022 Regional Plan with an expected completion date of early 2022.

TxDOT has established a system for agencies receiving grant funds to utilize a five-year Master Grant Agreement (MGA) to establish the contractual details of the fiscal relationship with TxDOT. This MGA is tailored primarily to transportation providers, but in order for PRPC and the RTAG to continue receiving these state planning dollars this MGA must be in place. In May of 2021 TxDOT requested that PRPC execute a new MGA. TxDOT has indicated that in order for a planning agency to receive planning dollars from TxDOT a current Master Grant Agreement must be in place. PRPC last adopted a TxDOT Master Grant Agreement in July of 2017, so it is time to renew this MGA.

Mr. Steven Cortez moved to authorize the Executive Director to execute the 2021 five-year Master Grant Agreement (MGA) with the Texas Department of Transportation. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

#### **14. NATIONAL CENTER FOR MOBILITY MANAGEMENT GRANT APPLICATION**

Ms. Katie Paul informed the Board that no action would be needed for this agenda item due to the City of Amarillo providing funding. The item was omitted from discussion.

#### **15. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Paige Witthar reminded the Board, 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.

The Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District.

All counties are eligible for funding through EDA programs as long as they meet the EDA distressed criteria (unemployment and per capita income) at the time of the project grant application. The makeup of the committee this year will be representatives from the eighteen counties designated as distressed at the time of the renewal of the PRPC Planning Grant application. They include the following counties: Briscoe, Castro, Childress, Collingsworth, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hutchinson, Moore, Ochiltree, Oldham, Parmer, Potter, Swisher, and Wheeler along with the other noted ex-officio members continuing terms for continuity and the likelihood that their counties will be again be noted as Distressed in the near future.

Mr. Cleo Castro moved to authorized the Board of Directors to approve the presented slate of nominees to serve on the Economic Development Advisory Committee. Judge Wayne Nance seconded the motion; the motion was carried by unanimous vote.

#### **16. PANHANDLE WATER PLANNING GROUP FUNDING CONTRACT WITH TEXAS WATER DEVELOPMENT BOARD FOR 2026 REGIONAL WATER PLANNING**

Ms. Kathryn English reminded the Board that on April 17, 1998, the Board of Directors approved an agreement with the Panhandle Water Planning Group (PWPG) designating the Planning Commission as the administrative entity for the regional water planning process. Since that time, Local Government Services staff has assisted the Panhandle Water Planning Group in the development of five regional water plans completed in 2001, 2006, 2011, 2016 and 2021.

Ms. English stated that this past February, the Texas Water Development Board released the general guidelines for the Regional Water Plan Development (2021-2026) and the Request for Application for Planning. Under these documents, PRPC on behalf of the PWPG applied for \$149,303.00 of base funding for Region A (the Panhandle Region) for the initial development of the 2026 Regional Water Plan. These funds are specifically allocated to:

- Task 1 – Planning Area Description
- Task 2A – Non-Municipal Water Demand Projections
- Task 2B – Population and Municipal Water Demand Projections

- Task 8 Recommendations Regarding Unique Stream Segments and Legislative & Regional Policy Issues
- Task 10 – Public Participation

Funding for these initial tasks is provided to get the five-year process under way. It is anticipated that the TWDB will be issuing contracts under this funding opportunity later this month or possibly early July with a very quick return date. The contract will likely mirror the contracts for the previous regional water planning cycles and include \$149,303.00 base amount to begin the 2026 regional planning process with additional funds coming available through future legislative sessions and contract amendments.

The regional water planning process is statutorily required to be conducted by a political subdivision of the State of Texas, and the neutrality that the PRPC has brought to the process in the Panhandle Region has traditionally be very favorably viewed by the Cities, Counties, and Special Districts served by PRPC.

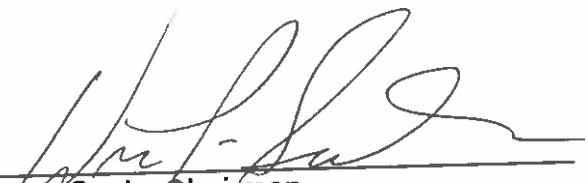
Mayor Kerry Symons moved to authorized the Executive Director to execute a contract with the Texas Water Development Board for Phase I funding to prepare the 2026 Panhandle Regional Water Plan on behalf of the Panhandle Water Planning Group. Sheriff Sal Rivera seconded the motion; the motion was carried by unanimous vote.

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

A. Comments from the Executive Director.

18. **ADJOURNMENT**

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




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Winston Sauls, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:




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Tobe Shields, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors