

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

March 23, 2023

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, March 23, 2023. 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, accessed the meeting at 415 SW 8th Avenue, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Shawn Ballew, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Citizen Representative, City of Cactus
- Rank Cogdell, Briscoe County Judge
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Oscar Ostos, Citizen Representative, Amarillo
- Karen Price, Citizen Representative, Pampa
- Sal Rivera, Sheriff, Castro County
- Dan Sams, Mayor, City of Wheeler
- Winston P. Sauls, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton

MEMBERS ABSENT:

- Steven Cortez, Citizen Representative, City of Hereford
- Greg Lewellen, Mayor, City of Friona
- Dan Looten, Carson County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Dustin Meyer, Executive Director; Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Mr. Mike Peters, 9-1-1 Network Director; Mr. Christian Campbell, Dispute Resolution Program Specialist; Ms. Heather Reid, Workforce Development Contracts/Accounting Manager; Ms. Sundee Rossi, Area Agency on Aging Director; Ms. Lori Gunn, Regional Services Director; Mr. John Schaumburg, Regional 9-1-1 GIS Program Manager; Ms. Paige Goodell, Local Government Program Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Ms. Jennifer Foster

1. CALL TO ORDER

Mr. Tobe Shields called the meeting to order at 1:30 p.m. and noted that a quorum was present.

2. **INVOCATION**

Mr. Tobe Shields gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mr. Sal Rivera moved to accept the minutes from February 23, 2023. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Dr. John Howard moved to approve the vouchers for the month of February, 2023. Mr. Rank Cogdell seconded the motion; the motion carried by unanimous vote.

6. **2022 AUDIT PRESENTATION AND ACCEPTANCE**

Mr. Trent Taylor informed the board the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards. The Panhandle Regional Planning Commission engages the services of an independent CPA firm, Edgin, Parkman, Fleming and Fleming to complete audit services on a comprehensive annual financial report. A copy of the 2022 ACFR report is included in this agenda packet. The PRPC anticipates no issues or problems with the audit and request the Board of Directors acceptance of the Year End 9/30/2022 Annual Comprehensive Financial Report.

Mr. Sal Rivera moved to accept the 2022 Annual Comprehensive Financial Report. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

7. **REVIEW AND CONSIDER FOR APPROVAL PRPC INVESTMENT OPTIONS**

The PRPC has historically kept the PRPC fund balance in Money Market accounts that are backed by bonds held by the bank. At the Board of Directors' Request, we have investigated various investment options, and evaluated the amounts that could be invested and additional controls that will need to be enacted for each option.

The options reviewed today with the audit committee are:

- Continue with secured Money Markets
- Laddering CD's
- Laddering CDAR CD's
- Laddering Treasuries
- Bond Managers

The PRPC Audit Committee's investment recommendations were brought before the PRPC Board for final review and approval.

Dr. John Howard moved to approve the option recommended by the PRPC Audit Committee. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

8. **DISPUTE RESOLUTION CENTER INTERLOCAL COOPERATION CONTRACT FOR ALTERNATIVE DISPUTE RESOLUTION FUNDING PROVIDED IN TEXAS GOVERNMENT CODE 135**

Mr. Christian Campbell informed the board as discussed in the last meetings, in accordance with section 135 of the Texas Local Government Code, PRPC is reaching out to the 26 County Courts of the Panhandle to try and establish an interlocal agreement whereby the Dispute Resolution Center (DRC) is agreeable to provide dispute resolution services for the county courts. The County can agree through the use of an interlocal agreement to remit county funds to DRC in accordance with the following sections of the Texas Local Government Code:

135.101: \$213 on filing any civil case except a probate, guardianship, or mental health case. \$35 on any action other than an original action for a case. 7.0423% to county dispute resolution fund.

135.102: \$223 on filing any probate, guardianship, or mental health case. \$75 on any action other than an original action for a case. 6.7265% to county dispute resolution fund.

135.103: In addition to all other fees and court costs, a person shall pay a local consolidated filing fee of \$33 on filing of any civil case in a justice court. 15.1515% to county dispute resolution fund.

Several counties are currently in various stages of adopting the Interlocal Agreement with the Panhandle Dispute Resolution Center to utilize funds allocated for dispute resolution services in accordance with Texas Local Government Code 135. Counties that have passed or are considering this agreement include: Armstrong & Hutchinson Counties. Staff recommends that the Board of Directors consider favorable approval of the Interlocal Agreement with the above referenced counties in relation to dispute resolution and Texas Government Code 135 by authorizing the Executive Director to execute this document.

Mr. Winston Sauls moved to approve the Interlocal Agreement with the above referenced counties. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

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

Mr. John Schaumburg informed 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, 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 FY23 Q2 performance report covering December, January, and February.

- There were 25,239 9-1-1 calls received from the 21 regional call centers of which 19,702 being wireless or 78%.
- Staff monitored seventeen Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 1,746 Network test calls.
- There were four outages during this quarter.
- The region received 1,746 text messages during this period, with the vast majority as test texts.

Staff recommends that the PRPC Board of Directors accept the performance report as submitted for the second quarter of FY 2023 covering December, January, and February.

Dr. Bill Hallerberg moved to accept the performance report for the second quarter of FY 2023. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL 9-1-1 NETWORK INTERLOCAL AGREEMENTS FOR E9-1-1 SERVICE 7 PSAP EQUIPMENT**

Mr. John Schaumburg informed the board 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 renew in conjunction with the State's fiscal biennium. This new two-year cycle begins September 1st, 2023. As we are nearing a new funding cycle, the old contracts will soon expire and we have begun 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. The only change to the agreements will be to renew the term of the document to expire with the next biennium or August 31st of 2025 in Article 12 page 7. Staff recommends the PRPC Board of Directors 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.

Mr. Kerry Symons 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. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. EMERGENCY NOTIFICATION SYSTEM 9-1-1 DATABASE USE INTERLOCAL AGREEMENT WITH SHERMAN COUNTY

Mr. John Schaumburg informed the board Sherman County recently approached staff regarding their desire to contract with their vendor, (Genasys Inc.) for emergency notification services. Sherman County has requested to use the 9-1-1 addressing database to provide current telephone numbers and their associated address records to Genasys Inc. to be used for the vendor's emergency callout function.

This data is not subject to public inspection and is confidential in accordance with Texas Health and Safety Code, Section 771.061 (a). The Commission on State Emergency Communications (CSEC) established rule 251.13 to allow the use of this data for emergency notification services, but several conditions must be met. Sherman County must enter into an Interlocal Agreement, which stipulates that both Sherman County and their vendor, Genasys Inc., must maintain the confidentiality of the provided 9-1-1 database. They also agree that use of the data be restricted to the emergency notification services. Once the agreements are all approved, PRPC will formally request authorization from CSEC. Staff supports this arrangement and feels that it would benefit the residents of Sherman County. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute an Interlocal Agreement with Sherman County to have access to 9-1-1 database information for an emergency notification system.

Mr. Pat Sims moved to authorize the Executive Director to execute an Interlocal Agreement with Sherman County to have access to 9-1-1 database information for an emergency notification system. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

12. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Paige Goodell informed the board the Panhandle Regional Planning Commission was named as the Economic Development District for the Texas Panhandle by the U.S. Economic Development Administration (EDA) in 1978. Every three years PRPC seeks funding from EDA 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 three-year planning grant.

All counties are eligible for funding through EDA programs as long as they meet the EDA distressed criteria (unemployment or 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, Ochiltrie, 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 again be noted as distressed in the near future. Staff recommends approval by the PRPC Board of Directors of the presented slate of nominees to serve on the Economic Development Advisory Committee.

Mr. Kerry Symons moved to approve the presented slate of nominees to serve on the Economic Development Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

13. TEXAS COMMUNITY DEVELOPMENT PROGRAM AGREEMENT AMENDMENT DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS

Mr. Alex Guerrero informed the board the Texas Department of Agriculture (TDA) has long been the funding agency for the Community Development Block Grant (CDBG) Program in the State of Texas. In late 2020 and early 2021, TDA solicited applications to the 2021/2022 TxCDBG program and PRPC assisted over 20

communities in the Panhandle to write, develop and submit applications to this long-standing program for basic water and sewer infrastructure improvements.

This agenda item is to allow for the authorization of the Interlocal Amendment to carry out the administrative function and project management activities should the below projects receive grant funding. The two remaining panhandle communities are Cactus and Quitaque that are likely to receive a grant award.

This list includes: project type, amount of TxCDBG funding, the match amount committed by each community, and the amount that will be paid to the PRPC for general administration functions associated with the grant. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to execute amendments to the Interlocal Cooperation Contracts should the above noted communities receive a TxCDBG contract for PRPC to provide TxCDBG administration services.

Judge Christy Dyer moved to authorize the Executive Director to execute amendments to the Interlocal Cooperation Contracts should the two above mentioned cities receive a TxCDBG contract for PRPC to provide TxCDBG administration services. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

14. STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL

Ms. Lori Gunn informed the board On March 14th, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) met to evaluate the State Homeland Security Program (SHSP) proposals submitted for consideration under the Panhandle’s FY23 SHSP grant program. In total, the PREMAC evaluated nine applications. After considering the written proposals and hearing the oral presentations made by each of the applicants, the PREMAC recommended that the nine projects be prioritized as shown below.

<u>PROJECT NAME</u>	<u>APPLICANT</u>	<u>REQUESTED AMOUNT</u>
1. FY23 Regional Planning & Coordination Project	PRPC	\$ 99,500.00
2. FY23 Regional PANCOM M&O Project	PRPC	\$ 264,499.16
3. ST/CP FY22 PARIS Maintenance Project	PRPC	\$ 73,750.11
4. FY23 Non-EMPG Emergency Operations Plan Update	PRPC	\$ 53,139.17
5. FY23 Amarillo Regional Crime Center	City of Amarillo	\$ 112,000.00
6. FY 22 Amarillo Regional Bomb Squad Enhancement Project	City of Amarillo	\$ 52,993.24
7. FY23 Amarillo CERT	City of Amarillo	\$ 26,118.32
8. Emergency Response Team De-Escalation Devices	Moore County	\$ 0.00
9. FY23 Regional AFIS Enhancement:	PRPC	\$ 0.00
Total Amount of Funding Requested:		\$ 682,000.00
FY23 Estimate:		\$ 682,000.00
Difference in Funds requested vs. RBE:		\$ 0.00

Unlike last year, the Office of the Governor’s Homeland Security Grants Division (HSGD) did not provide each Council of Government their Regional Budget Estimate (RBE) for the local projects. However, we were told that we could estimate the allocation to be similar to what the region received the prior year. This allowed PRPC staff to give the PREMAC a better idea of what to expect by way of awards for those nine (9) projects that the PREMAC was prioritizing.

Even with this estimate, we still are not sure if this will be the final amount for the region, so we have given the HSGD a plan for these projects should the amount come in at various percentages points of the estimate. This uncertainty of the funding situation makes the next part of the PREMAC’s recommendations all the more important. PRPC staff recommends the PRPC Board of Directors consider approval of the FY23 State Homeland Security Program project prioritizations and funding instructions developed and recommended by the Panhandle Regional Emergency Management Advisory Committee.

Dr. John Howard moved to approve the FY23 State Homeland Security Program project prioritizations and funding instructions developed by the PREMAC Committee. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

15. **PANHANDLE REGIONAL EMERGENCY PREPAREDNESS CONFERENCE REGISTRATION MEMORANDUM OF UNDERSTANDING WITH TEXAS A&M ENGINEERING EXTENSION**

Ms. Lori Gunn informed the board The Panhandle Regional Emergency Preparedness (PREP) Conference is an annual conference hosted by the Panhandle Regional Planning Commission's Panhandle Regional Emergency Management Advisory Committee (PREMAC). The purpose is to help our various disciplines evolve their current mission and explore affordable methods to become more resilient. Over these last 13 years of the conference; first responders, elected officials/city management, medical personnel, emergency managers, industry partners, volunteers, and many other disciplines have attended this conference. Speakers from all over the country have presented a variety of topics that aid in the all-hazard planning needed to help our communities in times of disasters.

Under this memorandum of agreement, PRPC will invoice TEEEX for all student fees collected minus four percent (4%) for each paying participant. The 4% covers TEEEX costs from credit card transactions. These fees are in place to cover the cost of food and speakers and their travel. As with previous years, volunteer responders are free. Included with this agenda item is a draft of the Memorandum of Agreement with TEEEX for the PREP Conference scheduled for September 21st. PRPC Staff recommends the authorization of the Executive Director to execute a memorandum of understanding with the Texas A&M Engineering Extension for registration services for the Panhandle Regional Emergency Preparedness Conference.

Judge Rank Cogdell moved to authorize the Executive Director to execute a memorandum of understanding with Texas A&M Engineering Extension for registration services for the PREP conference. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

16. **MISCELLANEOUS NON – ACTION INFORMATION ITEMS**

A. Comments from the Executive Director.

Dustin will be holding a new board member orientation upon his return. Orientation will be held on April 13, 2023 at 9:00 am until 11:45 am. The new board members will be hearing presentations from our Department Directors. Dustin will be taking the members out to lunch after the meeting.

Thank you to Trent and the finance team for the outstanding work they put into making the Audit process smooth.

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

- 3/1/2023 – Micro-Loan Committee Meeting
- 3/3/2023 – 126th PRELEA Graduation
- 3/8/2023 – Area Agency on Aging Services Presentation, Leadership Conference, Perryton
- 3/8/2023 – Texas Panhandle Inspector's Association Meeting
- 3/14/2023 – Medicare vs. Medicare Advantage Presentation, Wellington Senior Citizens
- 3/14/2023 – PREMAC Meeting
- 3/16/2023 – Destination Medicare
- 3/21/2023 – Destination Medicare

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

- 3/24/2023 – WTAMU Social Work Conference, Canyon
- 3/27/2023 – Medicare vs. Medicare Advantage/TSAP Presentation, Tulia Senior Citizens
- 3/29/2023 – PROMPT
- 3/30/2023 – Canadian Upper-Red Flood Planning Group Meeting
- 4/6/2023 – SAC Eldercare Conference
- 4/11/2023 – MIPPA Outreach, Wellington Senior Citizens
- 4/19/2023 – Panhandle Water Planning Group Ag Committee
- 4/19/2023 – Panhandle Water Planning Group Full Committee

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:34 p.m.



Mayor Tobe Shields, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Judge Nancy Tanner, Secretary/Treasurer
Panhandle Regional Planning Commission Board of Directors

