

# PANHANDLE REGIONAL PLANNING COMMISSION

## BOARD OF DIRECTORS MEETING

### Minutes

May 23, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, May 23, 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 415 S.W. 8th, Amarillo, Potter County, Texas.

#### **MEMBERS PRESENT:**

- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. John Howard, Donley County Judge
- Pat McDowell, Wheeler County Judge
- Tobe Shields, Mayor, City of Spearman
- Cole Stanley, Mayor, City of Amarillo
- Nancy Tanner, Potter County Judge
- Juan Cantu, Lipscomb County Commissioner
- Pat Sims, Commissioner, City of Dumas
- Rank Cogdell, Briscoe County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Shawn Ballew, Oldham County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Greg Lewellen, Mayor, City of Friona
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Yolanda Robledo, Alderwoman, City of Bovina

#### **MEMBERS ABSENT:**

- Karen Price, Citizen Representative, City of Pampa
- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Walter "Four" Price, Texas State Representative, District 87
- Andy Garcia, Citizens Representative, City of Cactus
- Kerry Symons, Mayor, City of Perryton
- Ronnie Gordon, Hartley County Judge

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Lori Gunn, Regional Services Director; Ms. Delaney Pruett, Regional Emergency Management Planning Program Coordinator; Mr. Alex Guerrero, Local Government Services Director; Mr. Jarian Fred, Local Government Services Program Specialist; Mr. Max Seymour, Local Government Services Program Specialist, Ms. Debra King, Area Agency on Aging Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract Accounting Manager; Mr. John Schaumburg, Regional 9.1.1 Network Director; Ms. Lori Woolf, PRPC Receptionist

**OTHERS PRESENT:** Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Ms. Jennifer Foster, District Director for Senator Charles Perry

#### **1. CALL TO ORDER**

Judge Nancy Tanner called the meeting to order at 1:31 p.m. and noted that a quorum was present.

**2. INVOCATION**

Judge John Howard gave the invocation.

**3. PUBLIC COMMENT**

No public comments were made.

**4. MINUTES**

Mr. Pat Sims moved to accept the minutes from the Board of Directors meeting held on April 25, 2024. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

**5. PLANNING & SERVICE AREA 5 MEMBERSHIP MEETING AND ELECTION – PRPC BOARD MEMBER**

Mr. Michael Peters informed the Board that a vacancy currently exists on the Board of Directors of the Panhandle Regional Planning Commission (PRPC) from Planning and Service Area (PSA) 5. The City of Wheeler’s Mayor Dan Sams had held the seat, but sadly the seat now sits vacant. The Planning Commission Bylaws call for this vacancy to be filled by an election of the member cities and counties of the Planning and Service Area. The seat must be filled by a local elected official (city or county) from Childress, Collingsworth, Donley, Gray, Hall or Wheeler Counties. PRPC Board Members and representatives of the local governments in PSA 5 voted to select a new Board Member from the service area. The PSA 5 membership presented the new Board Member to the PRPC Board of Directors.

Judge John Howard motioned for the Board of Directors to recognize Mr. Pat McDowell, Wheeler County Judge, as the new PRPC Board Member of PSA 5 as elected during the previous PSA 5 election. Judge Kimberly Jones seconded the motion; the motion carried by unanimous vote.

**6. VOUCHERS**

Mr. Juan Cantu moved to approve the vouchers for the month of April 2024. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**7. 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.

|                             | <u>Balance@</u><br><u>12/31/2023</u> | <u>Balance@</u><br><u>03/31/2024</u> | <u>Balance@</u><br><u>04/30/2024</u> |
|-----------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| PRPC’s Money Market Fund    | \$4,103,637                          | \$3,547,000                          | \$3,561,771                          |
| 9-1-1’s Money Market Fund   | \$57                                 | \$0                                  | \$0                                  |
| <b>Total MMIA Funds</b>     | <u><b>\$4,103,694</b></u>            | <u><b>\$3,547,000</b></u>            | <u><b>\$3,561,771</b></u>            |
| <br>                        |                                      |                                      |                                      |
| CDARS CD                    | Duration                             | Return                               |                                      |
| 12/28/2023 – 06/27/2024     | 26 Weeks                             | 4.85%                                | \$500,000                            |
| 03/28/2024 – 09/26/2024     | 26 Weeks                             | 4.85%                                | \$500,000                            |
| <b>Total Invested Funds</b> |                                      |                                      | <u><b>\$4,561,771</b></u>            |

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of April was 4.85%. The 9-1-1 fund earned an average annual yield of 0.00%. 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.

Judge Rank Cogdell moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

**8. AREA AGENCY ON AGING PROCLAMATION OF OLDER AMERICAN'S MONTH**

Ms. Debra King informed the Board of Directors that Older Americans Month (OAM) stands as a nationwide tribute, honoring the invaluable contributions and remarkable achievements of older adults. Spearheaded by the Administration for Community Living, this annual observance unfolds throughout May, igniting a spirit of recognition and gratitude. In 2024, the overarching theme, "Powered by Connection," resonates deeply, underscoring the profound significance of social bonds in fostering health and overall well-being among seniors. It serves as a poignant reminder of the vital role interpersonal relationships play in enriching lives. This year's grand celebration was held on May 24th, 2024, at the Amarillo Area Foundation. The immersive experience promises to ignite connections and honor the wisdom, resilience, and vibrant spirit of our older generation. With a diverse array of vendors, enlightening speakers, and delightful activities, this day was crafted to foster meaningful interactions and celebrate the invaluable contributions of seniors.

As this was an informational item, no action was needed.

**9. PANHANDLE REGIONAL 9.1.1 TEXT CONTROL CENTER PROVISIONING**

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network is changing call-handling equipment (CHE). The Text Control Center (TCC) needs to be provisioned to deliver texts to the region's new 9-1-1 equipment. The TCC functions as a mediator between the mobile telephone carriers and the 9-1-1 equipment. We are currently engaged in a two-year contract with Intrado Life and Safety Solutions Corporation as our TCC. Intrado has provided us with a quote to provision TCC to function with the new CHE, and under the H-GAC Buy Contract EC07-23, the price of the provisioning is \$1,870.00 per Public Safety Answering Point (PSAP), which totals \$39,270.00. This is a one-time fee which occurs with any update to 9-1-1 CHE. Any cost associated with Text-to-9-1-1 must be paid out of the regional 9-1-1 Network's program budget. There is currently an unexpended fund balance in the equipment budget large enough to cover the text provisioning. The 9-1-1 Network is working with the Commission on State Emergency Communications (CSEC) to amend the Regional 9-1-1 Network FY2024-25 Strategic Plan to shift \$39,270.00 from the equipment allocation to the program allocation to allow for this procurement. The CSEC meeting will take place on May 29th, 2024 to approve this request.

Mayor Buster Davis motioned for the PRPC Board of Directors to provisionally authorize, based on funding availability, the PRPC Executive Director to enter into a contract with Intrado Life & Safety Solutions Corporation to provide TCC provisioning for the new CHE, not to exceed \$39,270.00. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**10. PANHANDLE ELECTRONIC WARRANT SYSTEM (PEWS) INTERLOCAL COOPERATIVE CONTRACT**

Ms. Lori Gunn informed the Board of Directors that since 2014, PEWS has expanded to include all law enforcement agencies within Potter and Randall Counties, Dumas PD, Cactus PD and Moore County Sheriff's Office. Initially, users have to be authorized by their supervising officers. Once an officer has been granted system access they'll find a variety of fillable templates which can be used to provide the particulars on the affidavit. The officer will then call local dispatch to determine which Judge is on call. The affidavit and warrant are then filled out and

emailed to the Judge; that email also contains the phone number of the requesting officer. The Judge will review the facts and if he/she believes the request is warranted, the Judge will then call the officer and swear him/her in over the phone. Once the officer has attested to the warrant, the Judge will then electronically sign the document and email it back to the officer who will then execute the warrant. A validation certificate is created for each document produced; generating a complete, recorded history of every step in the warrant transaction, which can later be used in court. This process can be done from any type of internet-enabled computer or mobile device, including cell phones. Because of PEWS, officers are now able to get warrants executed in a shorter time frame. The Chief of Police in Tulia and the Sheriff of Swisher County have expressed interest in building PEWS into Swisher County after seeing multiple agencies begin to utilize the system.

Mr. Daniel Jackson motioned for the PRPC Board of Directors authorize the PRPC Executive Director to execute an Interlocal Agreement for PEWS with Tulia Police Department and Swisher County Sheriff's Office. Mr. Pat Sims seconded the motion. Judge Harold Keeter abstained; the motion carried with a sufficient number of votes.

**11. REGION-1 CANADIAN-UPPER RED REGIONAL FLOOD PLANNING GROUP FUNDING CONTRACT WITH THE TEXAS WATER DEVELOPMENT BOARD**

Mr. Jarian Fred informed the Board of Directors that Texas Water Development Board (TWDB) issued a solicitation seeking political subdivisions to sponsor the regional flood planning groups (RFPG). Following the regional water planning group model, the Region-1 Flood Planning Group designated PRPC as the political sponsor to apply for funding and support the planning process. The Region-1 Canadian-Upper Red Regional Flood Planning Group, which spans 44 counties from the Texas Panhandle to Wichita Falls, has responded to the Texas Water Development Board's Request for Applications. We have submitted a funding application that outlines a comprehensive Scope of Work. This work includes developing the 2028 Regional Flood Plan to be submitted to the TWDB by January 10, 2028. The total committed funds for this 5-year planning effort amount to \$2,305,100.00. The Region-1 Flood Planning Group is currently working through the Technical Sub-Consultant contract negotiations for the 2028 planning cycle. The planning group has scheduled its next meeting for June 20, 2024 during which they will further negotiate and consider approving the technical consultant contract.

Dr. Bill Hallerberg motioned for the Board of Directors to authorize the PRPC Executive Director to execute a funding contract with the Texas Water Development Board to perform the TWDB approved Region-1 Flood Planning efforts for the development and adoption of the 2028 Region 1 Canadian-Upper Red Regional Flood Plan. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

**12. GROUNDWATER MANAGEMENT AREA #1, PROFESSIONAL SERVICES CONTRACT AWARD**

Mr. Jarian Fred informed the Board of Directors that the GMA#1 cannot directly enter into a professional services contract, PRPC, functioning as the body's administrative agent, will need to enter into the proposed contract with Intera, Inc. on behalf of GMA#1. In December of 2023, this body authorized the execution of an amendment to the interlocal agreement for PRPC to assist with the RFQ process, to execute a professional services contract with a consultant to assist with the DFC adoption process on behalf of GMA#1 and that delineates the payment to fulfill that contract from each of the Groundwater Conservation Districts that comprise GMA#1. Over the last several weeks, GMA#1 has negotiated a contract with the most qualified firm (Intera, Inc.) and has formally recommended PRPC to enter into a contract with Intera, Inc.

Judge Harold Keeter motioned for the Board of Directors to authorize the Executive Director to execute the Professional Services Contract with Intera, Inc. on behalf of GMA#1 for technical services to assist in developing and adopting the 2026 Desired

Future Conditions for GMA#1. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

**13. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – AMERICAN RESCUE PLAN FUNDING**

Mr. Jarian Fred informed the Board of Directors that PRPC staff has been approached by Carson County to provide administrative assistance with regard to the use and documentation of SLFRF funds. In working with the County, PRPC has developed an Interlocal Agreement to provide administrative assistance to assist the County. The SLFRF funding has identified 2 CFR 200 as the authority for procurement. The interlocal cooperation process is recognized as an allowable form of procurement for professional services from one political subdivision to another. Carson County has considered the interlocal agreement.

Judge Christy Dyer motioned for the Board of Directors to authorize the Executive Director to execute the interlocal contract with Carson County for the Planning Commission to provide project management services for the Coronavirus State and Local Fiscal Recovery Funds. Judge Kimberly Jones seconded the motion. Judge Dan Looten abstained; the motion carried with a sufficient number of votes.

**14. FIRE, AMBULANCE, AND SERVICE TRUCK FUND – INTERLOCAL AMENDMENT CONTRACTS FOR PROJECT MANAGEMENT SERVICES**

Mr. Max Seymour informed the Board of Directors that the City of Quitaque and Adrian received notification that they will be awarded a FAST Fund project to provide funding for emergency service vehicles that the City applied for in 2022. In May of 2022, this body approved a no-cost interlocal agreement that allowed PRPC to assist the City of Quitaque and Adrian to develop an application to the FAST Fund Program. This agenda item is to amend that interlocal agreement between PRPC and the City of Quitaque and Adrian to allow PRPC to carry out the administrative function and project management activities associated with the funded project. The City of Quitaque will receive funding in the amount of \$750,000 for two new emergency response vehicles including a fire truck and an ambulance. The City of Quitaque will be providing a match of at least \$12,993.94 for a total project budget of \$762,993.94 which will include administrative costs of \$37,500 to PRPC.

The City of Adrian will receive funding in the amount of \$720,000 for two new fire response vehicles including a fire pumper truck and a brush truck. The City of Adrian will be providing a match of \$7,500 for a total project budget of \$757,500 which will include administrative costs of \$37,500 to PRPC.

Mayor Buster Davis motioned for the Board of Directors to authorize the Executive Director of the PRPC to execute amendments to the Interlocal Cooperation Contract between PRPC and the cities of Quitaque and Adrian to provide administrative services for these FAST Fund projects. Judge Kimberly Jones seconded the motion; the motion carried by unanimous vote.

**15. RESOLUTION FOR THE PURCHASE OF THE WORKFORCE BUILDING AND APPROVAL OF AN ECONOMIC DEVELOPMENT ASSOCIATION MORTGAGE AGREEMENT**

Mr. Michael Peters informed the Board of Directors that the lease agreement for the Workforce building allows for an option to purchase the facility, beginning in 2024, for \$2.4M. Each year thereafter the purchase option increases at least \$100,000. PRPC was awarded an Economic Development Administration (EDA) grant of \$2.5M for the purchase of the Eddy Street facility in addition to other improvements. The purchase of the facility would allow the Workforce Development Department to redirect the lease funds back into service delivery and thereby increases the efficiency and effectiveness of the Workforce Development programs. A matching contribution for the EDA grant of approximately \$550,000, is required. PRPC has also secured a grant award of \$100,000 from the Amarillo Area Foundation to support the required match of the EDA grant. PRPC is in the process of preparing a grant application to the Bivins Foundation to assist with match. In order to benefit from all of the grants and to secure the building at the lowest cost, it is imperative to close on the building purchase and meet all of the requirements of the funding agencies. One of these requirements is to provide a

no cost, 20-year mortgage agreement with the EDA providing that it will be used as a workforce center or we will reimburse their funding.

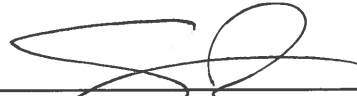
Dr. Bill Hallerberg moved for the Board of Directors to support the resolution and authorize the Executive Director to purchase the property from Eddie Street LP and to enter into the required mortgage agreement with the Economic Development Administration. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

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

- A. Comments from the Executive Director. Thank you to Judge Pat McDowell for being willing to serve on the PRPC Board of Directors and all of your efforts for Wheeler County. We certainly look forward to your participation. In July there will be a TML meeting on the 18th. There will be a Local Government Services Workshop prior to that for our member cities and counties to educate about grant opportunities. The PRPC Chairman will be selecting Nominating and Awards Committees for the Annual Meeting. There will be a big announcement on June 14th related to some economic development work we are doing in Perryton. We have more Emergency Response Guidebooks for some of you. I have a list from Delaney determining how many boxes should take back home. Will be scheduling a new Board Member workshop for those that have not been through one. Do not forget to sign the sign in sheet June 27th is our next meeting. We will likely have a New Board Member Orientation starting at 10:00 that morning, I will buy lunch, and we will come back for the Board of Director's meeting. Thank you for your efforts in your region and your willingness to serve here at the PRPC.
- B. Report on the following recent Planning Commission sponsored regional meetings:
- 04/30/2024 – Ready Set Thrive Panhandle Senior Citizens
  - 05/01/2024 – Caregiver Support Group Central Church of Christ
  - 05/01/2024 – Matter of Balance Coach Training PRPC Board Room
  - 05/02/2024 – Ready Set Thrive Stratford Methodist Church
  - 05/06/2024 – Ready Set Thrive Quitaque Senior Citizens
  - 05/15/2024 – Panhandle Rural Planning Organization Meeting
  - 05/21/2024 – Matter of Balance UMC - Canyon
  - 05/22/2024 – Ready Set Thrive Country Estates
  - 05/24/2024 – Older Americans Month Celebration Amarillo Area Foundation
  - 05/28/2024 – Matter of Balance UMC - Canyon
  - 05/28/2024 – MIPPA/RST Widows Group - Amarillo
  - 05/30/2024 – MIPPA/TSAP Channing Senior Citizens
- C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
- 05/24/2024 – Older Americans Month Celebration Amarillo Area Foundation
  - 05/28/2024 – Matter of Balance UMC - Canyon
  - 05/28/2024 – MIPPA/RST Widows Group - Amarillo
  - 05/30/2024 – MIPPA/TSAP Channing Senior Citizens
  - 05/31/2024 – Lunch and Learn Talk, Goodwill Resource Center
  - 06/11/2024 – Ready Set Thrive, River Road Baptist Seniors
  - 06/18/2024 – Destination Medicare 2024
  - 06/20/2024 – Region 1 Canadian Upper Red Regional Flood Planning Group Meeting
  - 06/25/2024 – Matter of Balance, UMC Canyon
  - 06/25/2024 – Region A Panhandle Water Planning Group Full Committee Meeting

**17. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:39 p.m.



\_\_\_\_\_  
Sheriff Sal Rivera, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



\_\_\_\_\_  
Commissioner Pat Sims, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors

