

# PANHANDLE REGIONAL PLANNING COMMISSION

## BOARD OF DIRECTORS MEETING

### Minutes

September 26, 2024

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

#### **MEMBERS PRESENT:**

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

#### **MEMBERS ABSENT:**

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

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. John Schaumburg, Regional 9-1-1 Director; Ms. Khasi Campos, Regional 9-1-1 Administrative Assistant; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Lori Gunn, Regional Services Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Debra King, Area Agency on Aging Director; Ms. Melissa Whitaker, Executive Assistant

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

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

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

**2. INVOCATION**

Judge Harold Keeter gave the invocation.

**3. PUBLIC COMMENT**

No public comments were made.

**4. MINUTES**

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

**5. VOUCHERS**

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

**6. PRPC INVESTMENT FUND MONTHLY REPORT**

Mr. Trent Taylor informed the Board that pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on April 27, 2023 for funds under our control. The following was submitted for approval.

	<u>Balance@</u> <u>12/31/2023</u>	<u>Balance@</u> <u>07/31/2024</u>	<u>Balance@</u> <u>08/31/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$4,361,721	\$4,378,749
9-1-1's Money Market Fund	\$57	\$55,712	\$125,033
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$4,417,433</u>	<u>\$4,503,782</u>
CDARS CD	Duration	Return	
03/28/2024 – 09/26/2024	26 Weeks	4.85%	\$500,000
06/27/2024 – 12/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$5,417,443</u>

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

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

**7. RESOLUTION THANKING MS. ADRIANA CRUZ**

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

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

**8. WORKFORCE DEVELOPMENT CHILD CARE CLASSROOM MATERIALS**

Mr. Marin Rivas informed the Board of Directors that the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide Quality Improvement activities such as technical assistance, professional development, education materials, learning materials, and outdoor equipment for

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

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

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

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

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

10. **REGIONAL 9-1-1 ADVISORY COMMITTEE NOMINATIONS**

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

**Membership Nominations:**

Diann Guffy, Dallam County Sheriff's Office  
Rebekah Baucom, Parmer County Sheriff's Office  
Robert Mahafee, Hansford County Sheriff's Office

Johnny Carter, Wheeler County Sheriff's Office  
Jessica Mann, Pampa Police Department  
Sidney Jordan, City of Borger

**Officer Nominations:**

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

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

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

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

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

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

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

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

**13. REGIONAL 9-1-1 DIR INTERLOCAL AGREEMENT**

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

process. Rather than the state allocating funding to the 9-1-1 Network for the cybersecurity assessment, the state has worked out a master service agreement directly with the Department of Information Resources (DIR). In order for the PRPC to access the assessment through DIR, an interlocal contract must be established between PRPC and DIR.

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

**14. INTERLOCAL AGREEMENT PROFESSIONAL SERVICES – DONLEY COUNTY**

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

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

**15. RECRUITMENT SERVICES INTERLOCAL CONTRACT – CITY OF DALHART**

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

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

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

Mr. Alex Guerrero informed the Board of Directors that PRPC staff has worked with Panhandle Communities to implement infrastructure improvement projects through the Community Development Block Grant (TxCDBG) Program. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by the applicant. Several changes to the 2025/2026 Community Development Fund Cycle include; an increase to the grant amount from \$500,000 to \$750,000, implementation of a two-phased application process and only communities that fall within range of our annual allocation will be considered (2024 Regional Allocation ~ \$1.94 Million) and new regional priorities adopted by this body that include additional project types. In anticipation of PRPC staff preparing approximately 20 TxCDBG applications this cycle for the 1st phase, staff has determined that it would be necessary for the Board to consider the Interlocals associated with the application preparation in multiple groupings for two reasons; 1. There is a staggering of the public hearings and meetings that staff goes to chronologically to ensure that staff can be in each community during an application cycle. 2. With over 20 entities applying there could be a problem with Board voting membership having to recuse themselves if all projects were presented together. To this end, the following interlocal agreements are being presented to the Board in September of 2024:

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

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

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

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

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

18. **2024 MEMBERSHIP MEETING**

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

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

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

**Chair: Judge Nancy Tanner, Potter County**

**Vice-Chair: Commissioner Pat Sims, City of Dumas**

**Secretary Treasurer: Judge Kim Jones, Childress County**

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

**Oscar Ostos, Minority Citizens Representative Amarillo**

**Sheriff Sal Rivera, Castro County**

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

20. **OPEN DISCUSSION**

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

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

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

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

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

- 09/30/2024 – Ready/Set/Thrive Wellington Senior Citizens

- 10/01/2024 – Region A - Panhandle Water Planning Group Meeting
- 10/01/2024 – Region A - Panhandle Water Planning Group Executive Committee Meeting
- 10/02/2024 – Caregiver Support Group
- 10/03/2024 – Regional Solid Waste Management Advisory Council
- 10/04/2024 – Medicare Plans and DIY, Dimmitt Hospital
- 10/10/2024 – Swisher Memorial Health Fair, Swisher Memorial
- 10/10/2024 – SAC Senior Fall Festival
- 10/29/2024 – Medicare Benefits & OEP, Minton Chatwell, Borger

21. **ADJOURNMENT**

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

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

ATTEST:

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