

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 24, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, October 24, 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 415 S.W. 8th, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Nancy Tanner, Potter County Judge
- Shawn Ballew, Oldham County Judge
- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Cole Stanley, Mayor, City of Amarillo
- Ronnie Gordon, Hartley County Judge
- Rank Cogdell, Briscoe County Judge
- Pat McDowell, Wheeler County Judge
- 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
- Yolanda Robledo, Alderwoman, City of Bovina
- Christy Dyer, Randall County Judge

MEMBERS ABSENT:

- Karen Price, Citizen Representative, City of Pampa
- Aldo Gallegos, Citizens Representative, City of Cactus
- Juan Cantu, Lipscomb County Commissioner
- Kerry Symons, Mayor, City of Perryton
- Oscar Ostos, Citizen Representative, City of Amarillo
- Mac Smith, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Harold Keeter, Swisher County Judge
- Greg Lewellen, Mayor, City of Friona
- Pat Sims, Commissioner, City of Dumas
- Tobe Shields, Mayor, City of Spearman

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. John Schaumburg, Regional 9-1-1 Director; Mr. Marin Rivas, Workforce Development Director; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. Shane Brown, Regional Emergency Communication & Prep Program Manager; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Paige Goodell, Local Government Services Program Manager; 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

Ms. Nancy Tanner called the meeting to order at 1:30 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. **MINORITY ELECTED OFFICIAL REPRESENTATIVE APPOINTMENT**

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws call for three minority elected officials of member general purpose local governments. The term of office of the appointed representatives shall be a staggered three-year term. Staff has reached out to Sheriff Salvador Rivera to see if he was willing to continue to serve on the Board. Sheriff Rivera has agreed to continue his responsibilities on the PRPC Board of Directors. His new term will run from November 1st, 2024 until October 31st, 2027. We appreciate Sheriff Rivera's past and future contributions to the Planning Commission and the Texas Panhandle.

Judge John Howard moved for the Board of Directors to re-appoint Sheriff Salvador "Sal" Rivera representing Castro County to a three-year term on the PRPC Board of Directors as a Minority Elected Official Representative. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

5. **SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENTS**

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws call for two members, who represent special districts in the Panhandle, to serve on the PRPC Board of Directors. Staff has reached out to Mr. Drew Satterwhite with the Canadian River Municipal Water Authority (CRMWA) to see if they had anyone willing to serve on the Board of Directors. On October 9th the CRMWA Board supported appointing Mr. Mac Smith of Pampa to complete the term of Dr. Bill Hallerberg via resolution. This term will end on October 31st of 2025.

Mr. Phillip Self of Childress, who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position and his term has ended. Staff visited with Mr. Self, and he expressed a desire and willingness to continue serving on the PRPC Board of Directors. The Greenbelt Municipal Water Authority has also supported his renewal and continued service through a passed resolution.

Mr. Sal Rivera moved for the Board of Directors to appoint Mr. Mac Smith representing the Canadian River Municipal Water Authority (CRMWA) to complete the term of Dr. Bill Hallerberg and re-appoint Mr. Phillip Self, representing the Greenbelt Municipal Water Authority to a three-year term on the PRPC Board as Special District Representatives. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **ESTABLISHMENT OF MINORITY ELECTIONS FOR PRPC BOARD OF DIRECTORS**

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws state that the Board of Directors shall call one or more meetings of minority citizens during the first quarter of the fiscal year. The Board of Directors needs to establish a date, time and location for an election of minority citizens from PSA - 4 in which the position of Mr. Oscar Ostos is expiring. PRPC recommends holding a new election to fill this vacancy on October 29th, at the PRPC Boardroom at 5:05PM. The address is 415 SW 8th Ave, Amarillo, TX 79101.

This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary / treasurer.

The Board of Directors also needs to establish a date, time and location for an election of minority citizens from Planning and Service Area 1 (Dallam, Hartley,

Moore, Oldham and Sherman Counties). The PSA -1 position that was filled by Andy Garcia from Cactus is now vacant as he is no longer working for Cactus and has not contacted us. We are recommending holding a new election to fill this vacancy on October 30th, at Cactus City Hall at 5:05PM. The address is 201 US 287, Cactus Texas 79013. This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary / treasurer.

Mayor Buster Davis moved for the Board of Directors to approve the above dates and times of minority citizens from PSA 4 and PSA 1 for the purpose of electing a minority representative from each PSA to the Panhandle Regional Planning Commission Board of Directors. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

7. MINUTES

Sheriff Sal Rivera moved to accept the minutes from the Board of Directors meeting held on September 26, 2024. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

8. VOUCHERS

Judge Christy Dyer moved to approve the vouchers for the month of September 2024. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

9. PRPC INVESTMENT FUNDS 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>08/31/2024</u>	<u>Balance@</u> <u>09/30/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$4,378,749	\$5,895,320
9-1-1's Money Market Fund	\$57	125,033	560,990
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$4,503,782</u>	<u>\$6,456,310</u>
 CDARS CD	 Duration	 Return	
06/27/2024 – 12/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$6,956,310</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of September was 4.85%. The 9-1-1 fund earned an average annual yield of 2.85%. 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 Pat McDowell moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

10. CONSIDERATION OF INVESTMENT POLICY TO INCLUDE LOCAL GOVERNMENT INVESTMENT POOLS

Mr. Trent Taylor informed the Board of Directors about an effort to maximize investment returns while maintaining security of the investments. He mentioned that he has investigated Local Government Investment Pools (LGIPs). LGIPs are combined funds from various public entities that operate like a money market mutual fund. LGIPs are not registered with the Securities and Exchange Commission (SEC) and are exempt from SEC regulatory requirements. These pools provide greater

flexibility, but also reduce investor protection. By pooling funds, benefits include economies of scale, full-time portfolio management, diversification, and liquidity. One of the main differences in the funds is the Net Asset Value (NAV). Some funds have the objective of maintaining a "constant" NAV while others, usually with longer term investments, may have a "variable" NAV. While either type may have investment risk, variable NAV could be greater. Other risk includes interest rate risk, credit risk, liquidity risk and/or management risk. These investments should yield a higher return; however, a loss can occur as a result of any of these risks. In order to allow these investments PRPC would need to revise its Investment Policy and authorize the Executive Director to execute the appropriate agreements.

Judge Christy Dyer moved for the Board of Directors to approve the revised Investment Policy and allow the Executive Director to sign agreements allowing a portion of PRPC unrestricted funds to be invested in Local Government Investment Pools. Mayor Cole Stanley seconded the motion: the motion carried by unanimous vote.

11. REGIONAL 911 FY2024 4TH QUARTER PERFORMANCE REPORT

Mr. John Schaumburg informed the Board of Directors that 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.

Judge Rank Cogdell moved for the PRPC Board of Directors to approve the FY24 Q4 Performance Report as submitted covering the months of June, July and August. Mayor Buster Davis seconded the motion: the motion carried by unanimous vote.

12. SOLID WASTE INFRASTRUCTURE FOR RECYCLING (SWIFR) GRANT RESOLUTION

Ms. Daphne Morcom informed the Board of Directors that In 2021, the EPA released the National Recycling Strategy: Part One of a Series on Building a Circular Economy for All. That same day, federal funding was made available to support the strategy when the Infrastructure Investment and Jobs Act, also known as the 2021 Bipartisan Infrastructure Law (BIL), was signed into law. As part one of the series, the National Recycling Strategy focuses on municipal solid waste recycling. The Solid Waste Infrastructure for Recycling (SWIFR) Grant is funded through the BIL. In 2023, Keep Texas Beautiful (KTB) and Keep Texas Recycling (KTR) partnered with Coca Cola Southwest Beverages and PetStar in a pilot program to recycle plastics in Texas. In Phase One of the program, KTR researched the recycling levels across the State of Texas. It was through this research that they decided that the Texas Panhandle would be the best region to start the pilot program's Phase Two for plastics recycling. The large area the Panhandle covers, the large amount of small communities in the region, and the limited access to markets and resources were the reasons for choosing the Panhandle. In late 2023, KTB/KTR started working with PRPC to reach out to all of the members of the Panhandle Environmental Partnership (PEP) to see which communities were already doing some sort of plastics recovery. It was determined that one member, Booker ISD, had a large amount of plastics already baled waiting to go to market. In 2024, KTB/KTR, PRPC and the other partners in the project started working with Booker ISD and another community outside the region (Plainview) to schedule the first load of PET #1 plastics. The load was transported to the market in August 2024. In September 2024, KTB/KTR held a regional training in Amarillo where all of the units of local government were invited to attend to discuss plastics recycling and the pilot program. There was a large amount of interest in plastics recycling expressed at this training and to PRPC after the training. The one concern that the communities expressed was the cost of getting the needed infrastructure to add plastics to their already existing recycling program. PRPC staff began looking into funding opportunities to help out the communities to get the needed infrastructure. The plastics recycling program meets the requirements for the SWIFR grant. Under

SWIFR, the minimum award is \$500,000.00 and the maximum award is \$5,000,000.00. If each community were to apply individually, their budget would not meet the minimum requirement. PPRC is eligible to apply to request funding to purchase the needed infrastructure for all interested communities combined to meet the minimum requirement and then each community would be a sub-recipient and would receive reimbursement for the purchase of the infrastructure. PPRC staff will submit this application to the Environmental Protection Agency (EPA) to be considered for funding through the Solid Waste Infrastructure for Recycling (SWIFR) grant.

Judge Kim Jones moved for the PPRC Board of Directors to pass a resolution authorizing the submission of the Regional Solid Waste Infrastructure for Recycling Program grant application for consideration under the FY26 Environmental Protection Agency's Solid Waste Infrastructure for Recycling grant competition. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. **FY 2026 FOR PY 2025 REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES**

Ms. Daphne Morcom informed the Board of Directors that Each year the PPRC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PPRC Board of Directors. Each year the Operating Procedures must be approved by the PPRC Board of Directors. The CJAC is scheduled to meet on October 23rd about the proposed changes to the Fiscal Year 2026 and Program Year 2025 Operating Procedures. The CJAC met on to review the draft bylaws at the meeting and the final draft will be presented at the BOD meeting. The Operating Procedures are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The Operating Procedures will be placed on the criminal justice page of the PPRC website and reviewed with eligible grantees during application workshops.

Mr. Sal Rivera moved for the Board of Directors to consider an approval of the Regional Criminal Justice Advisory Committee Operating Procedures for use in the FY 2026 grant year. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

14. **TOWER LEASE AGREEMENT WITH THE BIBLE BAPTIST CHURCH OF PAMPA TX FOR TOWER/SHELTER SPACE ON PPRC OWNED TOWER**

Mr. Shane Brown informed the Board of Directors that the PANCOM system, using State Homeland Security funds in 2016, built a 300' communications tower in Dallam County. This tower resides north of Dalhart along US Hwy 87 at Perico Lane. At this time, the PPRC owns 11 towers with four more being built this coming year. In an effort to offset the cost of utilities, maintenance and insurance, we make the towers available for others to lease space on. Staff was approached by the Bible Baptist Church of Pampa about putting up an FM transmitter at our Dallam County site. The Tower Lease Agreement is between the PPRC and Bible Baptist Church for tower and shelter space and electricity at the PPRC owned tower in Dallam County Texas.

Judge Christy Dyer moved for the Board of Directors to authorize PPRC Executive Director to execute the Tower Lease Agreement with the Bible Baptist Church. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

15. **MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SUNRAY**

Mr. Shane Brown informed the Board of Directors that in an effort to fill in some radio coverage gaps, PPRC staff are working to improve radio communications in and around Sunray TX. There are very few options when it comes to towers in Sunray. After visiting with city and county officials, we have been given permission to install antennas and repeaters at the Sunray water tower. The no-cost Memorandum of Understanding between the Panhandle Regional Planning Commission and the City

of Sunray to install antennas and related microwave equipment along with space at the base of the water tower to house the repeaters was presented to the Board. Judge Kim Jones moved for the Board of Directors to authorize the Executive Director to execute the Memorandum of Understanding with the City of Sunray. Representative Four Price seconded the motion; the motion carried with a unanimous vote.

16. **2024 TEXAS HOMELAND SECURITY REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW (SPR)**

Ms. Lori Gunn informed the Board of Directors that annually, every Council of Government in Texas must fulfill several planning requirements in order to maintain their region's eligibility to receive State Homeland Security Program grant funding in the coming year. Three plans have to be updated each year; they are: Threat & Hazard Identification Risk Assessment (THIRA);

1. Stakeholder Preparedness Review (SPR); and
2. Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan

This agenda item only addresses the first two of these plans. The third plan will be presented to you at your December Board Meeting. These plans are all developed in sequence under the direction of the PREMAC. The THIRA is used to test the region's preparedness capabilities against worst-case scenarios that could plausibly occur in the Panhandle. This year's THIRA scenarios included:

1. A large tornado that decimated Clarendon;
2. A massive wildfire that burned through Potter County north of Amarillo;
3. A winter storm that impacted the western half of the Panhandle;
4. A pandemic that shut down business and activities in Potter and Randall Counties;
5. An active shooter incident that occurred in downtown Amarillo; and
6. The derailment of a train carrying hazardous materials just outside of Canyon.

An evaluation was done to assess the region's current ability to cope with these type situations within the context of the core capabilities comprising FEMA's National Preparedness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the five mission areas—Prevention, Protection, Mitigation, Response and Recovery.

Based on the 6 scenarios, the PREMAC established a Panhandle-relevant target for each of these 32 capabilities which they felt could be achieved within the next 3- 5 years. The primary purpose of the THIRA is met with the development of these regionally-relevant core capability statements. In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA.

The SPR concludes with the PREMAC's identification of the 3 core capabilities prioritized for sustainment in FY24 along with the 3 core capabilities prioritized for potential enhancements in FY25.

Priority Capabilities to Sustain in 2024

1. Planning
2. Public Information and Warning
3. Operational Communications

Priority Capabilities to Build in 2025

1. Forensics and Attribution
2. Intelligence and Information Sharing
3. Screening, Search and Detection

The SPR gap information is now being used to inform the development of the final plan the region must complete to be eligible for FY25 SHSP funding. The THSSP Regional Implementation Plan, which will be presented at the December Board

meeting, will identify priority areas for FY25 funding based on the findings of the THIRA and the SPR. The PREMAC met on October 17th to review and consider the final drafts of the THIRA and SPR. The committee approved both documents with the recommendation provided below.

Mr. Sal Rivera moved for the PRPC Board of Directors to approve the Panhandle region's 2024 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review and to authorize the submission of these documents to the Office of the Governor; Home-land Security Grants Division by the November 30, 2024 deadline. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

17. **RECRUITMENT SERVICES INTERLOCAL CONTRACT – CITIES OF DUMAS AND WELLINGTON**

Mr. Jarian Fred informed the Board of Directors that 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 both the City of Dumas and the City of Wellington to conduct a professional search for a new City Manager. Both cities have 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 Cities of Dumas and Wellington 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.

Judge Rank Cogdell motioned for the PRPC Board of Directors to authorize the Executive Director to execute an Interlocal Cooperation Contract with both the Cities of Dumas and Wellington to conduct a formal City Manager Search. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

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

Ms. Paige Goodell 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 since 1983. Since that time, PRPC Staff has provided administrative assistance on over 340 TxCDBG projects totaling more than \$80,000,000 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 2025/2026 TxCDBG program. 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. 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; the Cities of Darrouzette, Perryton, Nazareth, Higgins, Hedley, Dalhart

Mr. Daniel Jackson moved for the Board of Directors to authorize the Executive Director of the PRPC 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. Mayor Buster Davis seconded the motion. Mr. Sal Rivera and Judge Ronnie Gordon abstained; the motion carried with a sufficient number of votes.

19. ECONOMIC DEVELOPMENT PLANNING GRANT APPLICATION

Ms. Paige Goodell informed the Board of Directors that Since 1978 the Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. The Economic Development Administration (EDA) planning grant provides the funds to the Planning Commission for the administrative support of economic development activities in the area. The Comprehensive Economic Development Strategies (CEDS), a planning document that is generated by the PRPC annually and is a direct product of this planning grant. The CEDS 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 also includes a Strength, Weakness, Opportunity, Threat (SWOT) analysis on economic trends in the region. The EDA Planning Grant Program is a funding cycle which allows us to apply for three years of funding. The amount of the FY25 through FY27 grant for which the Commission is applying is \$210,000. The PRPC Match requirement will be at 30% based on regional economic conditions.

Mayor Buster Davis moved for the Board of Directors to authorize the Executive Director to submit a grant application to the U.S. Economic Development Administration for Economic Development planning funds and to convey to the Executive Director the authority to execute any and all necessary documents to effectuate the multi-year Planning Grant application. Mr. Sal Rivera seconded the motion; the motion carried by unanimous vote.

20. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Michael Peters informed the Board of Directors that the Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. The Planning Commission's 2024-2025 TARC total services fees are \$9,973.10, additionally they charge approximately \$2,500 twice per year for conference meeting fees.

Judge Rank Cogdell moved for the Board of Directors to authorize payment of the Panhandle Regional Planning Commission's 2024-2025 TARC Association service fees and meeting costs for October 2024 – September 2025. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

21. TEXAS ASSOCIATION OF REGIONAL COUNCILS APPOINTMENT OF THE OFFICIAL BOARD REPRESENTATIVE

Mr. Michael Peters informed the Board of Directors that each Regional Planning Commission designates a Board Member and three alternates to serve on the Texas Association of Regional Councils (TARC), Board of Directors, in order to conduct business during the TARC meetings in Austin. The designated Board member of a council may designate any representative of the council he or she represents. Staff has discussed with Mayor Tobe Shields to see if he was interested

in continuing to serve on this board as the PRPC Representative and he indicated he was willing. As designated alternates we would also like to nominate the following to serve in the event Mayor Shields is unable to attend:

- Michael Peters
- Trenton Taylor
- Alex Guerrero

Mr. Sal Rivera moved for the Board of Directors to designate Mayor Tobe Shields as the 2025 TARC Board Member representing the Panhandle Regional Planning Commission and select the above slate of alternates. Mayor Buster Davis seconded the motion; the motion carried with a unanimous vote.

22. PRPC PROJECT MANAGEMENT SERVICES CONTRACT

Mr. Michael Peters informed the Board of Directors about a Request for Proposals for Project Management Services for Chiller Replacement and Connections, Roof Repair, and other Building Improvements that was published in the Amarillo Globe News Newspaper on Friday October 4th and on Friday October 11th according to our procurement policies.

The proposals were evaluated by staff on 10/22/2024 using the following criteria:

- a. Price,
- b. Experience in same or similar work,
- c. Demonstrated Performance,
- d. Likelihood of meeting performance goals,
- e. Ability to respond in a timely manner, capacity and response time.

Mr. Philip Self moved for the Board of Directors to authorize the Executive Director to enter into a contract with a contractor that will provide project management services to assist the Planning Commission with chiller replacement, plumbing, electrical, roof improvements and other building improvements in the next year. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

23. CLOSED SESSION – PERSONNEL MATTERS

Mr. Sal Rivera and Judge Rank Cogdell called a closed session of the Board of Directors to discuss the performance and employment of the Executive Director as provided for under Texas Government Code, Chapter 551, Section 551.074.

24. RECONVENE PUBLIC SESSION

Mr. Sal Rivera and Judge Kim Jones called to reconvene the public session and consider action, if any, regarding the performance and employment of the executive director.

Judge John Howard moved for the board of directors to approve the action regarding the performance and employment of the Executive Director. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

25. OPEN DISCUSSION

26. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director: Thank you again to everyone who helped with the annual meeting and all of our guest for their attendance. Your continued support of the Planning Commission is greatly appreciated. Thank you to Melissa Whitaker and Jarian Fred for orchestrating the 2024 Annual Report. Thank you to all of the Board members for attending the special meeting to approve the chiller purchase for the Planning Commission. Our next Board of Directors meeting will be December 5th, 2024.

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

- 10/02/2024 – Caregiver Support Group, Central Church of Christ, Amarillo
- 10/02/2024 – Matter of Balance, Palo Duro Village, Canyon
- 10/03/2024 – Regional Solid Waste Management Advisory Committee (RSWMAC)

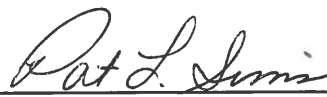
10/03/2024 – Transfer on Death Deed. Young at Heart, McClean
10/07/2024 – READY/SET/THRIVE, Wellington Senior Citizens
10/08/2024 – Medicare Plans and DIY, Dimmitt Hospital
10/10/2024 – Community Fall Festival, SAC, Amarillo
10/10/2024 – MIPPA, Golden Plains Hospital, Borger
10/11/2024 – Expo Health Fair, Castro County Health Fair, Dimmitt
10/17/2024 – Panhandle Regional Emergency Management Advisory
Committee (PREMAC)
10/17/2024 – OGH Health Fair, Ochiltree General Hospital
10/22/2024 – Fall Health Festival, Independence Village, Amarillo
10/23/2024 – Criminal Justice Advisory Committee (CJAC)
10/24/2024 – READY/SET/THRIVE, Hampton Village Senior, Pampa
10/25/2024 – Certified Volunteer Ombudsman Fall Training, Amarillo

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

10/28/2024 – Transfer on Death Deed, Higgins Community
10/29/2024 – MIPPA, Panhandle Community Services, Dalhart
10/31/2024 – READY/SET/THRIVE, Tulia Senior Citizens
11/01/2024 – 18th Annual AAA Caregiver Conference, PRPC
11/07/2024 – MC vs. MC Advantage, Alzheimer Support, Canyon
11/13/2024 – Texas Panhandle Inspector Association Meeting (TPIA)
11/17/2024 – Matter of Balance, Stinnett Senior Citizens
11/19/2024 – Panhandle TxCDBG 2024 Awardees Kick-Off Meeting
11/21/2024 – Panhandle Regional Emergency Management Advisory
Committee (PREMAC)
12/03/2024 – Regional Solid Waste Management Advisory
Committee (RSWMAC)

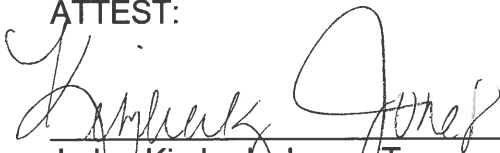
27. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:11 pm.



Commissioner Pat Sims, Vice Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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