

**PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS**

Minutes

October 28, 2021

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, October 28, 2021. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

MEMBERS PRESENT

- Don Allred, Oldham County Judge
- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Dan Looten, Carson County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Raul Hernandez, Amarillo
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

STAFF PRESENT: Mr. Trent Taylor, Finance Director; Mr. Dustin Meyer, Local Government Services Director; Mr. Marin Rivas, Workforce Development Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Lori Gunn, Regional Services Coordinator; Mr. Marin Rivas, Director Workforce Development, Ms. Sundee Rossi, Director Area Agency on Aging; Ms. Paige Witthar, Community & Economic Development Program Specialist; Ms. Lori Gunn, Interim Regional Services Director; Ms. Delaney Pruett, Regional Emergency Management Planning Program Coordinator; Ms. Heike Todd, Accounts Payable Administrative Aide; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Nicole Moore, Local Government Services Specialist; Ms. Kathryn English, Area Agency on Aging Operations Coordinator; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. Samantha Roybal, Workforce Development Program Specialist; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

Ms. Tina Maloney, Child Care Provider Services lead with Workforce Solutions Panhandle

1. **CALL TO ORDER**

Judge Dan Looten called the meeting to order at 1:30 p.m. and noted that a quorum was present. No conflict disclosure issues pursuant to Local Government Code Chapter 176 were noted by Board members related to action items on today's agenda.

2. **INVOCATION**

Judge Don Allred gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to accept the minutes from October 28, 2021 meeting. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Don Allred moved to approve the vouchers for the month of September, 2021. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor reminded the board 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 August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. The following is a report, which was prepared in compliance with generally accepted accounting principles, of PRPC's portfolio from June 1, 2021 through September 30, 2021.

	Balance@ <u>6/30/21</u>	Balance@ <u>9/30/21</u>
PRPC's Money Market Fund	\$ 2,360,499	\$ 2,361,942
9-1-1's Money Market Fund	<u>10</u>	<u>23,507</u>
 Total All Funds	 <u>\$ 2,360,509</u>	 <u>\$ 2,385,449</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund earned an average annual yield of .25% for the quarter. The 9-1-1 fund earned an average annual yield of .3% for the quarter. The book value and the market value were the same for each fund listed above. The investment portfolio was in compliance with the Public Funds Investment Act and PRPC Public Funds Investment Policies throughout the quarter.

Ms. Karen Price moved to accept the Investment Funds Quarterly Report. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **ELECTION OF MINORITY REPRESENTATIVE IN PSA-4 TO SERVE ON THE BOARD OF DIRECTORS OF THE PANHANDLE REGIONAL PLANNING COMMISSION**

Mr. Kyle Ingham informed the board PRPC is in the process of electing one minority board member to serve a three-year term on the Board of Directors and needs their approval on the date selected. This position is one of five minority seats which represents geographic areas of the Panhandle. Minority citizens within Armstrong, Carson, Potter and Randall counties are represented by the person holding this seat. An election is scheduled to be held on Tuesday, November 16, 2021, at 6:00 p.m., at PRPC and legal notices will be published in the area newspapers the first two weeks of November.

Commissioner Pat Sims moved to approve the date listed. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

7. **SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENT**

Mr. Kyle Ingham informed the board the PRPC Bylaws calls for two-member special district officials to serve on the PRPC Board of Directors. Dr. William Hallerberg of

Amarillo represents the Canadian River Municipal Water Authority and has held one of those two special district seats. Mr. Phillip Self of Childress who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position.

The term of Phillip Self is expiring October 30, 2021. Staff visited with Mr. Self, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Dr. John Howard moved to re-appoint Mr. Phillip Self of Childress, Texas to a three-year term on the PRPC Board as a Special District Representative. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

8. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Kyle Ingham informed the board the Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. Each council is represented on the TARC Board of Directors by its chairman or official representative. TARC's activities are grouped under the following three activity centers:

- Executive Management and Intergovernmental Relations
- Conferences and Events
- TARC Resource Center

The Planning Commission's 2020-2021 TARC service fees were \$7,988.12, and we anticipate the fees remaining the same roughly for 2021-2022.

Commissioner Pat Sims moved to authorize the Board of Directors to authorize payment of the Panhandle Regional Planning Commission's 2021-2022 TARC Association service fees. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters reminded the board, for the past eight years, the Panhandle Regional 9-1-1 Network has utilized Western States Communications, Inc. (WSC) to provide 24-hour service to maintain the equipment at the region's public service answering points (PSAP). WSC is located in San Angelo, Texas.

We are seeking a two-year contract with two automatic one-year renewals to reduce costs and continue the high level of maintenance that we are currently receiving. The total quote price from WSC for each year of maintenance is \$120,483.78. This is a reduction compared to prior years at \$147,081.06. The savings are a result of the closure of the Roberts County PSAP and reduced hardware at each site. This contract would lock in the reduced rate for a longer term, which would avoid percentage increases each year. The service includes a full-time maintenance technician that resides in Amarillo and 24-hour telephone support from WSC's call center for each PSAP. We have been satisfied with WSC's timely repairs and routine maintenance for the past eight years. Their service has greatly reduced the downtime and increased awareness of potential issues within the 9-1-1 network and systems. Attached is the Western States Communications Quote and Contract for Maintenance Services. WSC has a current agreement with the HGAC Buy procurement program under contract number EC07-20.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute a contract with Western States Communications, Inc for up to four years. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT

Mr. Mike Peters reminded the Board as stipulated in the agreement between Panhandle Regional Planning Commission and the commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, 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 FY21 Q4 performance report covering June, July, and August.

- There were 39,963 9-1-1 calls received from the 22 regional call centers of with 31,549 being wireless or 78.94%.
- Staff monitored 11 Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 2,427 Network test calls.
- There were 6 outages during this quarter.
- The region received 1,602 text messages during this period, with the vast majority as test texts.
- Currently working on projects to replace host server equipment and modules at each call center, this project is scheduled to begin in November.

Dr. John Howard moved to accept the performance report as submitted for the fourth quarter of FY2021 covering June, July and August. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. **FOOD NET PROGRAM FUNDING AGREEMENT**

Ms. Kathryn English reminded the board the AAA operates a home delivered meal program for Potter and Randall counties. The program is named "Nutrition for Experienced Texans" and is referred to as Food NET. The Food NET program is dependent not only on Title III funds allocated through the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program.

In May of 2021, the PRPC Board of Directors approved the submission of an application to the City of Amarillo to support the Food NET program that was in the amount of \$25,000. The full amount of the request was approved by the Community Development Advisory Board and City Council. The contract for this fiscal year that began on October 1st, is expected to be received soon. The funding from CDBG will be used to provide home delivered meals to low-income residents of Amarillo.

Dr. Bill Hallerberg moved to authorize the Executive Director to execute a funding agreement with the City of Amarillo for funds to partially support the delivery of meals to qualified senior citizens in Amarillo. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

12. **CHILD CARE LOCAL INITIATIVE FUNDING AGREEMENT**

Mr. Marin Rivas reminded the board a portion of the State's annual allocation to the Panhandle for child care programs is contingent upon our ability to secure local matching funds. For several years, a significant amount of these matching funds has been secured through a competitive grant under the City of Amarillo's Consolidated Plan for Housing and Community Development.

For the fiscal year ending September 30, 2022, PRPC is requesting \$82,000 in Community Development Block Grant (CDBG) funds to this effort. This would allow us to access \$164,000 in additional federal child care monies. The combined amount of \$246,000 would be used to purchase child care services for children from low-income Amarillo families.

Judge Don Allred moved to authorize the Executive Director to execute a funding agreement with the City of Amarillo for CDBG funds to be used for local child care program match. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

13. **WORKFORCE DEVELOPMENT: WORKFORCE SOLUTIONS PANHANDLE CHILD CARE SERVICES PROGRAM PRESENTATION AND DISCUSSION**

Mr. Marin Rivas informed the board the Texas Workforce Commission (TWC) is responsible for administering the Child Care and Development Fund (CCDF) for the State of Texas in compliance with the Child Care and Development Block Grant Act. TWC provides this funding to the Panhandle, through PRPC, to assist low-income families so they may participate in work and educational activities which will assist them in achieving economic self-sufficiency.

An open discussion started off with Mr. Marin Rivas introducing Ms. Tina Maloney as the speaker to give an overview of the Child Care program and how the child care providers in the Panhandle benefit from this subsidy program. She reviewed the eligibility

requirements for both parents and child care providers and described a number of processes in place which are designed to protect these funds and ensure they are being utilized according to federal, state and local policies. No motion was needed; no motion carried.

14. FY22 PANHANDLE CRIMINAL JUSTICE ADVISORY COMMITTEE BYLAWS APPROVAL

Ms. Lori Gunn reminded the board each year the PRPC 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 PRPC Board of Directors.

The Criminal Justice Division requires each region to develop and maintain Operating Procedures (bylaws) which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures (bylaws) for effectiveness and to lay out the ground rules for the coming year. Each year they must be approved by the PRPC Board of Directors. The CJAC is scheduled to meet on October 20th about the proposed changes to FY 2022. The Operating Procedures (bylaws) are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The Operating Procedures (bylaws) will be placed on the Criminal Justice page of the PRPC website and reviewed with eligible grantees during application workshops.

Mr. Bill Hallerburg moved to approve the Criminal Justice Advisory Committee Operating Procedures (bylaws) for use in the FY2023 grant year. Judge John James seconded the motion; the motion carried by unanimous vote.

15. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FY2022 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Lori Gunn reminded the board each year, the Panhandle Regional Emergency Management Advisory Committee (PREMA) is obliged to review its operating procedures to determine if any changes need to be made for the coming grant program year. This is a requirement of the PRPC's interlocal agreement with the Homeland Security Grants Division of the Governor's Office and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the region's State Homeland Security Program (SHSP) funds. Per our interlocal, these operating procedures have to be approved by the PRPC Board.

The PREMAC met earlier this month and among other things, reviewed the procedures that had been used last year. Having considered the FY21 document, the PREMAC decided to make one minor change for FY22. The change had to do with FEMA's recent imposition of requirements that will require the PREMAC to designate a certain percentage of the Panhandle's FY22 SHSP allocation to National Priority projects. These requirements will certainly have an effect on the project prioritization decisions the PREMAC will make early this next year. If the PREMAC is unable to factor these priorities into the FY22 recommended project list, the region's FY22 allocation will be reduced.

For FY22, the PREMAC will have to ensure that regional projects meeting these National Priorities are prioritized for funding in the percentages listed below.

- | | |
|---|--------------------------------------|
| 1. Combating Domestic Violent Extremism | 7.5% of the region's FY22 allocation |
| 2. Enhancing Cybersecurity | 7.5% of the region's FY22 allocation |
| 3. Protection of Soft Target/Crowded Places | 5% of the region's FY22 allocation |
| 4. Intelligence and Information Sharing | 5% of the region's FY22 allocation |
| 5. Addressing Emerging Threats | 5% of the region's FY22 allocation |

In order to recognize this National Priority funding requirement and its potential impact on the PREMAC's funding decisions, the committee recommends adding a bullet to the prioritization factors listed under Section 4 of the Operating Procedures which reads "FEMA's requirement to fund programs or projects supporting its National Priorities at the percentage levels established by FEMA". In this way, the PREMAC can maintain continuity of progress toward capability targets deemed essential to the Panhandle's preparedness levels, help to assure a commensurate return on each

SHSP investment made, increase the likelihood of long-term project or program sustainability and ensure that each project or program funded provides a benefit to the entire Panhandle region.

Sheriff Sal Rivera moved to accept the recommendation provided by the Panhandle Regional Emergency Management Advisory Committee. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

16. **FY22 REGIONAL AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) EQUIPMENT DISTRIBUTION**

Ms. Lori Gunn reminded the board under the FY21 State Homeland Security Program (SHSP) regional grants program, the PRPC submitted three proposals which together, were intended to completely update the Panhandle's Automated Fingerprint Identification System (AFIS) network. One project involved the purchase of a new server to support the regional AFIS database maintained by the Amarillo Police Department (APD), along with two new AFIS workstations. The second project sought to purchase new AFIS workstations for eight other law enforcement agencies. And, the third application was designed to purchase three AFIS workstations for three other LE workstations. These projects were described to you last March as follows:

FY21 Regional AFIS Enhancement: Database Server Project

This project is the first in a series aimed up updating the region's Automated Finger print Identification System (AFIS). With this update, fingerprint entry and match processes are being simplified and a facial recognition function is being added to the system. This particular project covers the cost of replacing the server supporting the regional database, which is housed at the Amarillo Police Department (APD), and providing APD with two updated AFIS workstations.

FY21 Regional AFIS Enhancement: AFIS Workstations, Part 1

This project covers the cost of equipping the 8 Panhandle LE agencies that historically have used the AFIS most consistently with updated workstations. It's important to note that database server project has to be funded before the new streamlined functionality and facial recognition software will work on these workstations. The 8 agencies include Potter Co. SO, Randall Co. SO, Dumas PD, Borger PD, Parmer Co. SO, Pampa PD, Deaf Smith Co. SO, Ochiltree Co. SO and Randall Co. SO.

FY21 Regional AFIS Enhancement: AFIS Workstations, Part 2

Project allows for the purchase of 3 additional updated AFIS workstations for other LE agencies in the region.

Of the three applications, the first was fully funded; the second was partially funded, with just enough funding to purchase 3 workstations; and, the third received no funding at all.

Because the second project was only partially funded, PRPC staff asked the PREMAC, when they met on October 6, to recommend which 3 agencies should receive their workstation out of the partially funded project.

Their recommendation was that the new AFIS workstations go to: 1) Randall County, 2) Potter County, and 3) Parmer County. Historically, each of these agencies have been regular contributors to the regional AFIS database and Randall & Potter in particular, have routinely assisted the region's smaller agencies with their print searches. That is one of the primary functions of the workstations; to compare latent prints taken from a crime scene to prints found in the regional database, in search of an exact match. With the upgraded equipment, these workstations will also be able to do searches on facial features.

The PRPC is implementing these AFIS projects on behalf of the law enforcement agencies involved. So, the PRPC will see to it that all the necessary equipment and software is purchased and properly installed. Once it's delivered and installed, the equipment will then be transferred to the receiving agency using a conveyance document provided by the Public Safety Office of the Governor's Office (PSO). The PSO is the State agency charged with administering the SHSP program in Texas.

Judge Don Allred moved to accept the recommendation of the Panhandle Regional Emergency Management Advisory Committee to distribute three AFIS workstations to Randall County Sheriff's Office, Potter County Sheriff's Office and Parmer County Sheriff's Office. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

17. **LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – U.S. ECONOMIC DEVELOPMENT ADMINISTRATION**

Mr. Dustin Meyer reminded the board the City of Dumas received an award letter this month from the U.S. Economic Development Administration (EDA) Infrastructure Improvement Program through the CARES Funding solicitation. The City of Dumas submitted an application to make significant improvements to include: construction of road infrastructure, water line and sewer main to support the continued development of the Dumas Business Park. These improvements will help support additional developable space in the Dumas Business Park to allow for 5 new businesses, approximately \$3 million in private investment and the creation of over 100 new jobs in the City. The Grant award is for \$1,000,000.

The Dumas EDC has requested that under the interlocal cooperation process identified as an allowable form of procurement in the State of Texas for professional services provided by one political subdivision to another, that PRPC be selected to provide project administration for this project. The Dumas EDC will be considering an interlocal agreement at an upcoming Board Meeting. The proposed contract is valued at \$50,000 and is for the duration of the grant.

Mayor Buster Davis moved to authorize the Executive Director to execute the interlocal contract with the Dumas EDC for the Planning Commission to provide project management services. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote. Commissioner Pat Sims refrain from voting.

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

Mr. Dustin Meyer reminded the board as part of the American Rescue Plan Act of 2021 (H.R. 1319) the Department of Treasury is responsible for the disbursement of the Coronavirus State and Local Fiscal Recovery Funds (CLFRF). These funds are direct federal aid to counties throughout the United States to respond to the COVID-19 public health emergency or its negative economic impacts. Funding allocation is based on the county's overall population. Within the last couple of months counties throughout the Texas Panhandle have begun receiving the first payment of the CLFRF funding.

PRPC staff has been approached by Hall County to provide administrative assistance with regards to the use and documentation of CLFRF funds. In working with the County, PRPC has developed an Interlocal Agreement to provide administrative assistance to assist the county to:

- Provide general advice with the respect to Program Set-up and Implementation
- Provide Financial and Records Management
- Provide Procurement and Construction Administration
- Assist with all Reporting requirements

Prior to the board meeting it was mentioned by Mr. Meyer that no action will be needed due to the services being able to fit in other revenue funds at Hall County.

19. **2022-2024 ECONOMIC DEVELOPMENT DISTRICT PLANNING GRANT APPLICATION SUBMISSION**

Ms. Paige Witthar reminded the board since 1978 the Planning Commission has served as the fiscal and administrative agent of the Panhandle Economic Development District. The purpose of the Planning Commission's economic development activities is to create employment opportunities, foster more stable and diversified local economies, improve local conditions, and guide and coordinate the efforts of local individuals and organizations concerned with economic development.

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), which was approved by this body in August, is 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 FY22 through FY24 grant for which the Commission is applying is \$245,000. The PRPC Match requirement will be at 30% based on regional economic conditions.

Sheriff Sal Rivera moved 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 documents to effectuate the multi-year planning grant application. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

20. **INTERLOCAL AGREEMENT – SWISHER COUNTY ENVIRONMENTAL REVIEW SERVICES**

Ms. Katie Paul reminded the board the Texas Department of Transportation's (TxDOT) County Transportation Infrastructure Fund (CTIF) program was established by the 83rd Legislature in Senate Bill 1747. This program is intended to provide transportation infrastructure assistance to counties in the state that have facilities that have been affected by increased traffic from oil and gas production. This program is administered by TxDOT and is funded by appropriations from the State Legislature. In 2020, the 86th Legislature appropriated \$250 million for the program.

In 2020, Swisher County submitted an application for the program and received a funding award. The County has worked with their project engineer to prepare the plans, specifications, and estimates for the project. The CTIF program requires an environmental review and determination be completed by a qualified individual as determined by the County. Swisher County has requested assistance in completing the required environmental review for the project. PRPC staff routinely complete environmental reviews for Community Development Block Grant (CDBG) projects, Economic Development Administration (EDA) projects, and other programs administered by Local Government Services Staff. In addition, the staff member assigned to this project, if approved, has completed a specialized training course in Local Government Projects through TxDOT. The County has found that PRPC staff are qualified individuals to complete the environmental review and determination for the CTIF project.

Local Government Services Staff have prepared an interlocal agreement to provide environmental review services in conjunction with this project. Staff have set the floor for the contract at \$1,000 and the ceiling at \$2,500. The Swisher County Commissioner's Court has considered the attached interlocal agreement and have approved.

Mr. Steven Cortez moved to authorize the Executive Director to execute an Interlocal Agreement with Swisher County to provide environmental review services for the County Transportation Infrastructure Fund Program. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

21. **INTERLOCAL AGREEMENT – APPLICATION DEVELOPMENT SERVICES FOR COURTHOUSE RESTORATION THROUGH THE TEXAS HISTORICAL COMMISSION**

Mr. Dustin Meyer reminded the board in 2003 Donley County received funding through the Texas Historical Commission (THC) to restore the county courthouse. The Donley County Courthouse was built in 1891 and is the oldest functioning courthouse in the Texas Panhandle. The restoration of the courthouse was completed in July 2003 and included renovations of the third floor, including the two front towers, updating and replacing antiquated plumbing and electrical systems and repairing masonry and stone that experienced deterioration.

While the restoration was completed in 2003 the County has realized other aspects to the courthouse that need restoration and repair. Of utmost urgency is the exterior stone masonry which has experienced significant degradation over the course of the last 19 years. Additionally, the County would like to consider alterations to improve the overall condition of the courthouse and long-term viability which include adding a new fire suppression system, adding window film for heating and cooling efficiencies, converting lighting to LED, making mechanical conversions to ensure that flooding, as experienced in the winter of 2020, can be avoided and improve overall acoustics in the courtroom.

Donley County intends to pursue another grant, the Texas Historic Courthouse Preservation, through THC. Applications for this program are anticipated to be due in April 2022, however it is necessary to begin work on application development as it is required to have plans and specification work completed, at least 90%, at the time of the application. In order to have these developed and to pursue this grant opportunity PRPC will be working on application development activities with the County to include the procurement of an Architect.

Ms. Karen Price moved to authorize the Executive Director to execute an Interlocal Cooperation Contract between Donley County and PRPC to provide Texas Historical Commission application services at no cost with contingency for administrative services to be amended at the localities discretion. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote. Dr. John Howard refrain from voting.

22. ACCPTANCE OF COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUNDS (CEDAF) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE

Mr. Alex Guerrero reminded the board since 2004 PRPC has contracted with the Texas Department of Agriculture, (TDA) which is responsible for the Texas Community Development Block Grant (TxCDBG) Program to receive Community and Economic Development Assistance Funds (CEDAF). These funds are used by the PRPC to provide general assistance to cities and counties in our region regarding the Texas Community Development Program.

TDA has made available \$14,621 in CEDAF funds for the upcoming fiscal year. With the elimination of the Regional Review Committees (RRC) and the restructuring of the CDBG programs, CEDAF funding has significantly increased. Previously, since PRPC assisted communities with the administration of TxCDBG projects, we were only eligible for 50% of the regional allocation with the remaining allocation going to Councils of Governments that administered the RRC's. However, with the elimination of the RRC process, CEDAF funding to provide general and technical assistance is no longer split. Items contained in the proposed scope of work include:

- provisions of general and technical assistance
- attend/host TDA workshops
- conduct one fair housing event; and
- distribution of program information on behalf of TDA.

Judge Christy Dyer moved to authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY21-22 Community and Economic Development Assistance Fund Contract. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

23. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. PRPC Board Members executed the 2021-2022 membership dues solicitation letters
- B. Chairman Looten appointed the following individuals to serve on the 2021-2022 Executive Committee with himself and they include: Mayor Tobe Shields, Sheriff Sal Rivera, Mr. Winston Sauls and Judge Nancy Tanner
- C. Chairman Looten appointed the following individuals to serve on the 2021-2022 Audit Committee and they include: Mayor Buster Davis, Ms. Yolanda Robledo, Dr. John Howard, Mr. Cleo Castro and Judge Kimberly Jones.
- D. Chairman Looten designated Sheriff Sal Rivera as the TARC voting delegate with himself, Kyle Ingham and John Kiehl serving as alternates.
- E. Discussions concerning the establishment of a regular meeting date and time for the 2021-2022 PRPC Board of Directors Meeting took place. It was the board's consensus to continue holding the meetings on the fourth Thursday of every month at 1:30 p.m.
- F. Mr. Kyle Ingham issued an update on the results of the draft report issued by the State Auditor's Office in October 2021. During that time there were no updates to report.

24. CLOSED SESSION – PERSONNEL MATTERS

At 3:00 p.m. Judge Looten stated that the meeting will adjourn to executive session as authorized under Texas Government Code Chapter 551, Section 551.07 to discuss the employment and performance of the Executive Director.

25. **RECONVENE PUBLIC SESSION**

The public session of the Board of Director's meeting reconvened at 3:27 p.m. by Judge Looten. Mr. Winston Sauls moved to renew the employment agreement with the Executive Director. The motion further authorized the establishment of an annual salary for the current Executive Director of \$145,000 effective November 1, 2021; the continuation of his car allowance of \$700 per month and email/internet/telephone capable wireless communication device service allowance of \$100 per month. All other BOD members unanimously seconded the motion; the motion carried.

26. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 3:46 p.m.



Judge Dan Looten, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Sheriff Sal Rivera, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors