

**PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS**

**Minutes**

**December 9, 2021**

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, December 9, 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
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Cactus
- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Oscar Ostos, Amarillo
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

**MEMBERS ABSENT:**

- Ronnie Gordon, Hartley County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Ricky White, Mayor, City of Friona

**STAFF PRESENT:** Mr. Trent Taylor, Finance Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Lori Gunn, Regional Services Interim Director; Ms. Sundee Rossi, Area Agency on Aging Director; Ms. Paige Witthar, Community & Economic Development Program Specialist; Mr. Alex Guerrero, Local Government Services Program Coordinator; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:**

Ms. Laura Storrs, City of Amarillo and Ms. Katt Massey, City of Amarillo

**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**

Mr. Winston Sauls gave the invocation.

3. **MINUTES**

Mr. Winston Sauls moved to accept the minutes from October 28, 2021 meeting. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of October, 2021. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

5. **PANHANDLE REGIONAL 9-1-1 NETWORK SUPPORT SERVICES MAINTENANCE CONTRACT RENEWAL**

Mr. Mike Peters reminded the board the Panhandle Regional 9-1-1 Network began receiving 9-1-1 text messages in 2017 and upgraded to the newer Message Session Relay Protocol (MSRP) text format in 2019. We have had a contract with West Safety Solutions Corporation, now known as Intrado Life & Safety Solutions Corporation (Intrado), to provide the delivery of text messages from the mobile phone company to the 9-1-1 equipment. The Panhandle Regional 9-1-1 Network's contract with Intrado is set to expire on February 10, 2022. Under HGAC Price List, the contract renewal to deliver text to 9-1-1 for the next two years will be \$63,000.

Judge Don Allred moved to authorize the Executive Director to execute a contract renewal with Intrado Life and Safety Solutions Corporation for text messages to 9-1-1. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

6. **AREA AGENCY ON AGING ADVISORY COUNCIL APPOINTMENT**

Ms. Sundee Rossi reminded the board, according to the Administrative Regulation #38, the membership in the Aging Advisory Council shall consist of no more than 18 members with representation from the following groups: low-income elderly, minority elderly, participant elderly, sixty-plus individuals, service providers, elected official or their staff representation, disabled and general public. The regulation further requires the PRPC Board of Directors to appoint all council members. The members serve an initial three-year term with the option to renew for one additional three-year term. At this time, there is an open position which required appointment. Staff have spoken with the individual and she has agreed to serve if appointed. Her name is Cherrie Miller, Veteran Outreach Coordinator for Panhandle Independent Living Center

Dr. John Howard moved to appoint Cherrie Miller to serve on the Area Agency on Aging Advisory Council for a three-year term. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

7. **REGIONAL CRIMINAL JUSTICE ASSISTANCE GAP TRAINING CONTRACT**

Ms. Lori Gunn reminded the board, earlier this year, PRPC applied for and received funding under the FY22 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide training in the Panhandle. The project was developed in discussion with the region's stakeholders to identify the gaps that our region faces. The top (3) gaps found were substance abuse, mental health and domestic violence. The goal of the project is to improve the way in which stakeholder agencies and organizations work together to address the issues of domestic violence, substance abuse and mental health in the region's criminal justice system. This training, which is provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 9-1-1 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system. It's anticipated there will be a high level of interest in the training being provided under this contract and that each of the three courses delivered by Amarillo College will be well-attended.

Mayor Kerry Symons moved the authorize the Executive Director to execute the attached contract with Amarillo College for the delivery of Specialized Gap Training and Education Services. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

**8. REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE BYLAWS**

Ms. Lori Gunn informed the board the Texas Commission on Environmental Quality contracts with the PRPC each biennium to administer the Regional Solid Waste Implementation Grants Projects. Regional Solid Waste Management Advisory Committee (RSWMAC), under the direction of the PRPC Board of Directors oversee the activities of the program. At the beginning of each biennium, the RSWMAC meets to approve the bylaws which identifies the process by which the Solid Waste Implementation Projects will operate under the direction and oversight of the RSWMAC. At the beginning of each year, the RSWMAC reviews the bylaws for effectiveness and to lay out the ground rules for the coming year. The RSWMAC met on November 30<sup>th</sup> to approve the FY 2022-2023 bylaws. The recommended bylaws are attached to this agenda item for your review.

Mr. Winston Sauls moved to approve the FY22/23 Solid Waste Advisory Committee bylaws. Mayor Ginger Nelson seconded the motion; the motion carried by unanimous vote.

**9. FY 2022-2023 REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE BYLAWS**

Ms. Lori Gunn reminded the board each year the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer the Regional Solid Waste Grant Program. At the beginning of each biennium, PRPC must officially apply for and justify the funds necessary to administer the regional program. Before this application is submitted, the Board of Directors considers a resolution showing support for their region's Solid Waste Grants Program and for the submission of the application to TCEQ. Once the application is approved, it will become a binding part of the PRPC's contract with TCEQ for FY 2022-2023 biennium. These funds will be utilized for staffing the administration of the Regional Solid Waste Grant Program, the Panhandle Environmental Partnership as well as implementation grants in the region to support the goals of the Regional Solid Waste Management Plan.

Commissioner Juan Cantu moved to authorize the Executive Director to sign the contract for the FY 2022-2023 biennium. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

**10. FY 2022-2023 REGIONAL SOLID WASTE MANAGEMENT PLAN UPDATE APPROVAL**

Ms. Lori Gunn reminded the board in accordance with the Texas Health and Safety Code, a Council of Government has primary responsibility for the regional planning process to develop the region's solid waste management plan for a twenty-year period. The final plan for use within the region will be approved by the Texas Commission on Environmental Quality (TCEQ). The contents of the regional solid waste management plan as described THSC §363.064 and in 30 Texas Administrative Code (TAC), Chapter 330, subchapter O include the goals and objectives for the region. Assessment of the recycling efforts as well as a description of current programs. Recommendations for waste minimization and composting along with management of MSW facilities. On November 30, 2021 the Regional Solid Waste Management Plan was presented to the public for review and comment. Following the public comment period, the Regional Solid Waste Management Advisory Committee approved the plan.

Judge Harold Keeter moved to pass a resolution authorizing the submission of the 2022-2042 Regional Solid Waste Management Plan for submission to the Texas Commission on Environmental Quality. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

**11. 2022 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Ms. Lori Gunn informed the board each year, in preparation for the annual State Homeland Security program (SHSP) grant program, the region must develop three unique but related plan updates. They are (1) Threat & Hazard Risk Identification and Analysis (THIRA), (2) Stakeholder Preparedness Review and (3) Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. The intent of these plans is to identify the homeland and preparedness issues and needs of chief concern to the Panhandle. The plans are then used to inform the prioritization of projects aimed at addressing those issues when the next allocation of SHSP funding is made to the region. The PREMAC also spent time reviewing and updating the THSSP Implementation Plan. There have been some recent changes made to the SHSP program that will complicate

the Implementation Plan development process this year. Five new National Priorities have emerged over the past two years and all the Councils of Governments in Texas must now ensure that at least 30% of their FY22 SHSP allocation is invested across these five priority areas. They include:

1. Enhancing Cybersecurity (at least 7.5% of the FY22 allocation)
2. Protection of Soft Target/Crowded Places (at least 5% of the FY22 allocation)
3. Addressing Emerging Threats (at least 5% of the FY22 allocation)
4. Intelligence and Information Sharing/Cooperation (at least 5% of the FY22 allocation) AND
5. Combating Domestic Violent Extremism (at least 7.5% of the FY22 allocation)

In addition, the region must continue to ensure that at least 25% of the annual allocation is spent on Law Enforcement Terrorism Prevention Activities (LETPA).

Dr. Bill Hallerberg moved to authorize the Panhandle Regional Emergency Management Advisory Committee (PREMAC) to proceed with the completion of the Panhandle's 2022 THSSP Regional Implementation Plan and submission of the document to the State by the December 31, 2021 deadline knowing that the plan has been pre-authorized by the Board through the passage of the attached resolution. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

**12. CYCLE 1 REGIONAL FLOOD PLANNING GROUP CONTRACT AMENDMENT WITH TEXAS WATER DEVELOPMENT BOARD**

Ms. Paige Witthar reminded the board in 2019, the 86<sup>th</sup> Texas Legislature issued Senate Bill 8 which established a new regional flood planning process for the state. The Texas Water Development Board (TWDB) has established 15 planning regions and in June issued a solicitation seeking political subdivisions to sponsor the regional flood planning groups (RFPG). Following the model of the regional water planning groups, the Region-1 Flood Planning Group designated PRPC to act as the designated political sponsor to apply for funding and to otherwise support the planning process. This item is to consider an amendment to the original funding contract that will add an additional \$694,600 to the original contract bringing the total committed funds for the Region-1 Flood Planning effort to \$1,702,800. This contract amendment does add new tasks to the Scope of Work to be completed by the Region-1 Flood Planning Group and allows for an Amended Regional Flood Plan to be submitted by July 14, 2023.

Mr. Winston Sauls moved to authorize the Executive Director to execute the contract amendment with the Texas Water Development Board to add the additional scope of work and funding to the Region-1 Flood Planning effort. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

**13. INTERLOCAL AGREEMENT – APPLICATION DEVELOPMENT SERVICES FOR COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY RESILIENCY PROGRAM THROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

Mr. Alex Guerrero reminded the board that back in October 2021, the Texas Department of Housing and Community Affairs (TDHCA) announced an availability of \$38 million in Community Development Block Grant CARES Act (CDBG-CV) funds for the Community Resiliency Project (CRP) for non-entitlement cities and counties to create, expand, or enhance public facilities that provide medical care, social services, and/or emergency housing and increase the community's long-term resiliency and ability to mitigate future coronavirus outbreaks. Further, because few rural and small metro areas have had the opportunity to implement mobile response units or emergency medical services that would have a positive impact on their capability to reach certain households, CRP funds allow for the purchase of equipment to increase capacity to carry out a public service. With a quick timeline and turnaround of applications, PRPC staff has been approached by the communities (Oldham County, The Village of Timbercreek Canyon, City of Shamrock and City of Dodson) indicated interest in applying to the CRP program and requesting application development services and project administration, if ultimately awarded.

Commissioner Juan Cantu moved to execute the interlocal contract with Oldham County, The Village of Timbercreek Canyon, City of Shamrock and the City of Dodson for PRPC to provide application development services for the Community Resiliency Program Funds. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote. Judge Don Allred abstain from voting

**14. INTERLOCAL AGREEMENT – ADMINISTRATION SERVICES FOR THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) TRANSPORTATION ALTERNATIVES PROGRAM**

Ms. Katie Paul reminded the board the Texas Department of Transportation's (TxDOT) Transportation Alternatives Program was established as a way to distribute federal funds for pedestrian and bicycle improvements throughout the State of Texas. This program was previously known as the Transportation Set-Aside Program (TASP) and the Safe Routes to Schools (SRTS) Program. The program funds infrastructure projects for pedestrian and bicycle improvements such as sidewalks, shared use paths, designated bike lanes, beacons, and other similar projects. PRPC staff prepared and assisted with the submission of three applications in the 2021 cycle. These applications were from the cities of Fritch, Bovina and Wheeler. Of these applications, the application for Wheeler was approved at a total project cost of \$601,000. The city is eligible to use Transportation Development Credits for the 20% local match required for the program. The Wheeler Economic Development Corporation sponsored the application and received the grant award. The project will demolish and construct new sidewalks along FM 2473 in the City of Wheeler. The interlocal agreement includes activities such as project management, financial management, environmental review, construction management and audit/close-out procedures that will be performed by PRPC staff. The cost to perform the administrative and project management function was calculated as a percentage of the total construction costs. The proposed administrative cost for the Wheeler Economic Development Corporation's project is valued at \$50,000 and is for the duration of the grant.

Judge Nancy Tanner moved to authorize the Executive Director to execute an Interlocal Agreement with the Wheeler Economic Development Corporation to provide project management and grant administration services for the 2021 Transportation Alternatives Program. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote

**15. INNOVATIVE COORDINATED ACCESS AND MOBILITY (ICAM) PILOT PROGRAM THROUGH TEXAS DEPARTMENT OF TRANSPORTATION**

Ms. Katie Paul reminded the board, beginning in 2006, TxDOT contracted with 24 regional lead entities to plan for the development and enhancement of coordinated regional public transportation operations and services. PRPC has established the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to guide the regional public transportation planning process. This body is comprised of representatives from the public transportation sector, rider groups, the service providers that see customers riding public transportation, and other special interest groups. The PROMPT is responsible for developing five-year regional transportation plans that identify the availability of public transportation in the region, establish demand in both urban and rural communities, and establish a series of recommended strategies that can be implemented to improve the overall system. PRPC staff have worked with the regional transportation planning board, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) and other stakeholders to develop a pilot program for a Ride Share Voucher Program. This program would be piloted within the City of Amarillo and would provide vouchers for persons who need service that the City cannot provide (outside of normal operating hours, same-day service changes, etc.). Elements of this funding application include the purchase of an ADA accessible vehicle to be utilized during the pilot phase of the program and planning funds for PRPC staff to develop a turn-key voucher program including staffing plans, intake forms, agreements with vendors, etc..

Mr. Steven Cortez moved to authorize the Executive Director to submit an application for the 2021 Innovative Coordinated Access and Mobility (ICAM) Pilot Program. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote. Mayor Ginger Nelson abstain from voting

**16. PRPC COPIER SERVICES AGREEMENT**

Mr. Kyle Ingham informed the board the 2<sup>nd</sup> floor copier agreement with Xerox/Benchmark is currently set to expire in December 2021. The current unit has been leased since December 2016. After requesting proposals from 3 vendors, the apparent lowest and best quote comes from UCI Documents for a Kyocera TASKalfa 7353ci. The monthly cost of the copier will actually decrease to \$256.28 with rates per copy (based on current usage rates) charged around \$261.94. Listed below are the vendors that submitted proposals for the 60-month agreement (amounts listed on annual basis).



1. Benchmark=\$8,858.72
2. Tascosa Office=\$9,123.06
3. \*UCI Document=\$6,218.61

\*leasing price based off a pre-negotiated government pricing

Dr. Bill Hallerberg moved to approve the 60-month lease agreement with UCI Documents for a digital copier system on the 2<sup>nd</sup> floor. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

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

A. Comments from the Executive Director.

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

- November 5<sup>th</sup> – 15<sup>th</sup> Annual Caregiver Conference
- November 10<sup>th</sup> – Texas Panhandle Inspector's Association Meeting
- November 10<sup>th</sup> – Region-1 RFPG Full Committee Meeting
- November 15<sup>th</sup> – Panhandle Regional Organization to Maximize Public Transportation Meeting
- November 16<sup>th</sup> – PREMAC meeting
- November 17<sup>th</sup> – Economic Development Advisory Committee Meeting
- November 19<sup>th</sup> – Regional 9-1-1 Advisory Meeting
- November 30<sup>th</sup> – RSWMAC Meeting
- November 30<sup>th</sup> – Public Meeting for Regional Solid Waste Management Plan
- December 3<sup>rd</sup> – Texas Revenue Recovery Association Board Meeting
- December 7<sup>th</sup> - Rolling Plains Organization for Rural Transportation Meeting
- December 8<sup>th</sup> – Panhandle Workforce Development Board meeting
- December 9<sup>th</sup> – Region-1 RFPG Full Committee Meeting
- December 9<sup>th</sup> – Panhandle Workforce Development Board Consortium's Governing Body Meeting

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

- January 18<sup>th</sup> – Panhandle Regional Organization to Maximize Public Transportation meeting

**18. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:44 p.m.



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

ATTEST:



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