

**PANHANDLE REGIONAL PLANNING COMMISSION  
BOARD OF DIRECTORS**

**Minutes**

**January 27, 2022**

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, January 27, 2022. 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
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- 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
- Oscar Ostos, Amarillo
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Steven Cortez, Hereford
- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Kerry Symons, Mayor, City of Perryton

**STAFF PRESENT:** Mr. Trent Taylor, Finance Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Lori Gunn, Regional Services Interim Director; Mr. Dustin Meyer, Local Government Services Director; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. Julie Lyles, Accountant II; Ms. Cristy Henderson, Accounting Manager; Ms. Nicole Moore, Local Government Services Program Coordinator; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT:

N/A

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

Mayor Tobe Shields gave the invocation.

3. MINUTES

Judge Don Allred moved to accept the minutes from December 9, 2021 meeting. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Commissioner Pat Sims moved to approve the vouchers for the months of November and December 2021. Judge Ronnie Gordon 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 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 market value were the same for each fund. The investment portfolio was in compliance with Public Funds Investment Act and PRPC Public Funds Investment Policies throughout the quarter.

Commissioner Juan Cantu moved to authorize the board of directors to accept the quarterly report as submitted. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

6. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENTS

Mr. Mike Peters reminded the board, the Panhandle Regional 9-1-1 Network Advisory Committee is comprised of a representative from each of the region's twenty-one 9-1-1 call centers and three representatives from the telecommunication industry. The procedures and policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three-year terms, with the maximum of two consecutive terms. The committee provides general guidance and policy direction to the Panhandle Regional 9-1-1 project.

Michele Griffin, Manuel Almanza and Johnny Carter were selected as nominations to fill vacancies. Current members Cheryl Cano, Lance Richburg, Misty Garrett and Randy Geris agreed to serve an additional term.

Judge Don Allred moved to approve and appoint the nominations to serve on the Planning Commission's Regional 9-1-1 Network Advisory Committee for three-year terms. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

7. FY2022 REGIONAL SOLID WASTE GRANT PROGRAM APPLICATION RESOLUTION

Ms. Lori Gunn reminded the board, as directed by the Texas Health and Safety Code, one-half of the Municipal Solid Waste (MSW) fee revenue collected by the Texas Commission on Environmental Quality (TCEQ) is dedicated to a regional grant program supporting projects that promote recycling and other activities to extend the life of landfills. Each biennium funds are made available to the following eligible applicants: cities, counties, school districts, special districts with oversight regarding water and Council of Governments. As an eligible applicant, the PRPC would like to apply for Solid Waste Grant funds in the FY 2022 grant cycle. In the years past, the PRPC has made an application and received funding under this grant program to fund the Regional Marketing

and Transportation Program. The main purpose of the program is to facilitate the shipment of baled recyclable materials and loose scrap metal from the region to various end-market/intermediate buyers.

PRPC staff requested board authorization to submit another two-year solid waste grant application to support the Regional Marketing and Transportation Program costs during the FY22/23 period. The application amount will be \$10,000. These funds will be used solely for the purpose of covering transportation and marketing costs. With the decrease in commodity costs during recent years, we anticipate transportation costs will increase over the next 2 years, thereby justifying the grant request.

Judge Ronnie Gordon moved to pass a resolution authorizing the submission of the Regional Marketing and Transportation Program grant application for consideration under the FY22 Regional Solid Waste Grants Program competition. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

#### **8. FY2022 REGIONAL SOLID WASTE MANAGEMENT GRANT PROGRAM APPROVAL**

Ms. Lori Gunn reminded the board, as directed by the Texas Health and Safety Code, a portion of funds collected through landfill "tipping fees" is dedicated to a regional grant program supporting projects that promote recycling and other activities to promote the goals of Regional Solid Waste Management Plans across the state. Every year the Solid Waste Grants Program accepts applications for grant funds and those projects are prioritized according to the priorities established in the Panhandle Regional Solid Waste Management Plan. That prioritized list is then submitted to the TCEQ for final consideration. On December 2, 2021, notices went out to all eligible entities in the region for the FY22 Solid Waste Grant cycle. The PRPC received fourteen (14) applications totaling \$274,625.26 for the \$113,753 in available FY 2022 Solid Waste Grant funds. The Regional Solid Waste Management Advisory Committee (RSWMAC) met on January 19, 2022 to review these applications, hear oral presentations from applicants and establish a prioritization recommendation for the Board of Directors to review. The board of directors will consider the list for approval and the final prioritized list will then be submitted to the Texas Commission on Environmental Quality (TCEQ) for final approval.

Commissioner Pat Sims moved to approve the recommended list of FY 2022 Solid Waste Grant Applications for submission to TCEQ and, pending the TCEQ's approval list, allow the Executive Director to enter into contracts with grantees for the implementation of the FY 2022 Solid Waste Grants Program. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote. Judge John James, Mayor Tobe Shields and Mayor Ricky White abstain from voting.

#### **9. FY2022 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS**

Ms. Lori Gunn reminded the board, the FY22 State Homeland Security Program (SHSP) grant application period opened on December 13, 2021. This year's applications are due to the Homeland Security Grants Division (HSGD) of the Governor's Office no later than February 10, 2022. The purpose of this grant program is to support local and regional efforts to prevent and/or handle terrorism and other catastrophic events and to prepare for threats and hazards that pose the greatest risk to public safety. The SHSP play a significant role in the implementation of the National Preparedness System by providing funding which can be used to build, sustain and deliver core capabilities critical to achieving the National Preparedness Goal of having a secure and resilient nation. In approving the resolutions, the board is not finally approving the funding of these projects. During the March board of directors meeting, members will be asked to approve PREMAC's FY22 SHSP prioritized project list.

Commissioner Juan Cantu moved to approve the submission of the six regional projects to the Homeland Security Division of the Governor's Office for consideration under the FY22 Homeland Security Grant program by the February 10<sup>th</sup> submission deadline. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

#### **10. FY2022 JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION RESOLUTION**

Ms. Lori Gunn reminded the board, each year the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region (1) Edward Byrne Justice Assistance Grant - JAG, (2) Juvenile Justice & Delinquency Prevention Act - JJDP (3) Victims of Crime Act of 1984 - VOCA and (4) Violence Against Women Act of 2013 -

VAWA. PRPC staff is proposing to address the training needs through the Specialized Criminal Justice Gap Training Project. This project would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, judges, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure professional trainers to address the training needs the region has.

Mayor Ricky White moved to approve the resolution which authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Specialized Criminal Justice Gap Training Project. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

11. **ADOPTION OF THE 2022-2026 REGIONALLY COORDINATED TRANSPORTATION PLAN**

Ms. Katie Paul reminded that Board since 2006, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) has worked to plan for regional public transportation and coordinate with and amongst public transportation providers in the Panhandle. Every five years PROMPT goes through a large Regional Transportation Plan Update process. Over the past two fiscal years, TxDOT has funded PRPC and the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to develop the 2022 Regional Public Transportation Plan.

This process entailed the identification of transportation resources in the region, demand for public transportation in the region, gaps in services, and ultimately as series of strategies that can be implemented within the region that would help to address any gaps. The PROMPT membership is strategically designed based on TxDOT requirements to include representation of major transportation providers, health and human services, aging representatives, individuals with disabilities, and other key rider groups. The unique perspectives of the planning group membership were an important factor in the development of a strong plan.

PRPC Staff worked closely with the PROMPT membership and a Strategic Planning subcommittee in order to develop the plan. Plan elements include a comprehensive needs assessment, survey development and administration, needs identification, project planning, and implementation strategies. The PROMPT Board approved the plan for submission to the PRPC Board of Directors on January 18, 2022.

Judge Harold Keeter moved to authorize the Board of Directors to approve the 2022 Regional Transportation Plan as approved by the PROMPT Board on January 18, 2022. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

12. **2022 TxDOT COORDINATED CALL APPLICATION – RETURN HOME FROM HOSPITALIZATION PILOT PROJECT**

Ms. Katie Paul informed the board the Texas Department of Transportation has authorized the 2022 Coordinated Call for Projects. PRPC staff have submitted applications for previous projects through this funding opportunity which includes the One Ride Now Mobile Phone Application and the Comprehensive Public Information and Education Campaign. In January 2022, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) board authorized the submission of an application to the Texas Department of Transportation (TxDOT) under the 2022 Coordinated Call for Projects grant program. This application is for the development and pilot of a program to encourage coordination among stakeholders, healthcare partners, social service agencies, and transit providers to coordinate rides home for persons discharged from the hospital. The overall project budget will be \$125,000 and will include funds for travel, staff time and indirect costs. The application is due February 4<sup>th</sup> and will be submitted upon approval from the Board of Directors.

Mr. Winston Sauls moved to authorize the Executive Director of the PRPC to submit an application to the 2022 TxDOT Coordinated Call for Projects to develop a regional return home from hospitalization program. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

13. **2022 TXDOT COORDINATED CALL APPLICATION – RIDE SHARE VOUCHER PILOT PROJECT**

Ms. Katie Paul informed the board, the Texas Department of Transportation has authorized the 2022 Coordinated Call for Projects. PRPC staff have submitted applications for previous projects through this funding opportunity which includes the One Ride Now Mobile Phone Application and the Comprehensive Public Information and

Education Campaign. In January 2022, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) board authorized the submission of an application to the Texas Department of Transportation (TxDOT) under the 2022 Coordinated Call for Projects grant program. This application is for the development and pilot of a ride share service or taxi when a ride is unavailable on the traditional transit service. The application was developed through the planning process of the Regionally Coordinated Transportation Plan. The overall project budget will be \$125,000 and will include funds for travel, staff time, and indirect costs. The application is due February 4<sup>th</sup> and will be submitted upon approval from the Board of Directors. PRPC staff have worked with members of PROMPT Board, project partners and stakeholders to develop this grant application to the Texas Department of Transportation.

Mayor Ricky White moved to authorize the Executive Director of PRPC to submit an application to the 2022 TxDOT Coordinated Call for Projects to develop a ride share voucher program. Oscar Ostos seconded the motion; the motion carried by unanimous vote.

14. **LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – AMERICAN RESCUE PLAN FUNDING THROUGH THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

Ms. Katie Paul 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 have been approached by several entities to provide administrative assistance with regards to the use and documentation of CLFRF funds. PRPC has developed an Interlocal Agreement to provide administrative assistance to assist the cities and counties.

The CLFRF funding has identified 2 CFR 200 as the authority for procurement and the interlocal cooperation process is identified as an allowable from of procurement for professional services provided by one political subdivision to another. Communities that have indicated that they would like to utilize PRPC for the administration of CLFRF funds include: City of Childress, City of Dimmitt, Collingsworth County, Hall County and Hansford County.

Judge Don Allred moved to authorize the Executive Director to execute the interlocal contract with the above-mentioned communities for the Planning Commission to provide project management services for the Coronavirus State and Local Fiscal Recovery Funds. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote. Mayor Tobe Shields, Judge Harold Keeter, Mr. Phillip Self, Judge Kimberly Jones, Judge John James and Mayor Buster Davis abstain from voting.

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

A. Comments from the Executive Director.

- Retirement Celebration for Regional Services Director John Kiehl is scheduled for Monday, February 28<sup>th</sup> at 5:30 p.m. at the Santa Fe Building in the Auditorium.

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

C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings

16. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:26 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

