

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

March 24, 2022

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 pm on Thursday, March 24, 2022. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 415 SW 8th Avenue, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, City of Cactus
- Steven Cortez, City of Hereford
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. Bill L. 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
- Oscar Ostos, Amarillo
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Winston P. Sauls, City of Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, Commissioner, City of Dumas
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Ginger Nelson, Mayor, City of Amarillo
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87

STAFF PRESENT: Mr. Trent Taylor, Finance Director; Ms. Lori Gunn, Regional Services Director; Mr. Dustin Meyer, Local Government Services Director; Ms. Sundee Rossi, Area Agency on Aging Director; Mr. Mike Peters, Deputy Director & 9-1-1 Director; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Nicole Moore, Local Government Services Specialist; Ms. Katie Paul, Local Government Services Coordinator; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

OTHERS PRESENT: Paul Fleming of CPA Firm Edgin, Parkman, Fleming and Fleming and Katheryn Massey, Assistant to the Mayor, 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.

2. **INVOCATION**

Judge Kimberly Jones gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mayor Buster Davis moved to accept the minutes from February 24, 2022. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

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

6. **2021 AUDIT PRESENTATION AND ACCEPTANCE**

Mr. Trent Taylor informed the Board that the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards. The Panhandle Regional Planning Commission engaged the services of an independent CPA firm, Edgin, Parkman, Fleming and Fleming to complete audit services on a comprehensive annual financial report. The Audit Committee met prior to the Board of Directors Meeting and agreed to accept the results.

No findings were made by the audit firm, and for its 36th year in a row the PRPC was again awarded a certificate of achievement for Excellency of Financial Reporting through the Government Finance Officers Association. Auditor Paul Fleming also spoke briefly about the completed audit's successful results.

Mayor Buster Davis moved to approve the Year End 9/30/2021 Annual Comprehensive Financial Report. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY REPORTS**

Mr. Mike Peters informed the board of the 9-1-1 Network's required quarterly performance report to the Commission on State Emergency Communications (CSEC). This report includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement. The following items make up key points of the FY22 Q2 performance report covering December, January, and February:

- There were 25,136 9-1-1 calls received from the 22 regional call centers with 19,244 being wireless or 76.55%
- Staff monitored 12 Public Service Answering Points (PSAPs) with no findings
- PSAP staff and PRPC staff performed 1,420 Network test calls
- There were no outages
- The region received 1,710 text session during this period, with the vast majority as test text
- Completed Host Upgrade Project, replaced AIM shelves at all PSAPs
- Completed new MIS solution project
- GIS data errors are at 1.19%

Mayor Ricky White moved to approve the Regional 9-1-1 Network's FY2022 Second Quarter Performance Report. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

8. STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL

Ms. Lori Gunn presented to the Board the prioritization and funding instructions for FY22 State Homeland Security Program grants. On March 17th, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) met to evaluate the State Homeland Security Program (SHSP) proposals submitted for consideration under the Panhandle's FY22 SHSP grant program. In total, the PREMAC evaluated six applications. After considering the written proposals and hearing the oral presentations made by each of the applicants, the PREMAC recommended that the six projects be prioritized as shown below:

Project Name	Applicant	Req. Amount
1. FY22 Regional Planning & Coordination Project	PRPC	\$88,100.00
2. FY22 Regional PARIS Maintenance Project	PRPC	\$62,750.00
3. FY22 Regional Non-EMPG Emergency Operations Plan Update Project	PRPC	\$26,215.00
4. FY22 Regional AFIS Enhancement Workstation Project	PRPC	\$81,925.00
5. FY22 Amarillo Regional Bomb Squad Enhancement Project	City of Amarillo	\$32,000.00
6. FY22 Regional PANCOM M&O Project	PRPC	\$253,709.00
Total Amount of Funding Requested:		\$544,699.00
FY22 Regional Budget Estimate:		\$544,699.00
Difference in Funds Requested vs. RBE:		\$ 0.00

In addition to the six (6) projects prioritized for local funds, the PREMAC also heard presentations on three (3) projects from the region that are competing at the statewide level. Because these projects are competing at the statewide level, the PREMAC did not prioritize these projects. For FY22 projects that focus on cybersecurity or combating domestic violent extremism, all projects across the state were placed into the statewide competition. In no particular order, those projects include:

Project Name	Applicant	Req. Amount
FY22 Regional Cybersecurity Planning Program	PRPC	\$65,614.00
FY22 Amarillo Regional Crime Center Project	City of Amarillo	\$182,500.00
FY22 Emergency Response Team De-Escalation Devices	Moore County	\$30,087.92

Mayor Tobe Shields moved to approve the FY22 State Homeland Security Program project prioritizations and funding instructions. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

9. PANHANDLE ELECTRONIC WARRANTS SYSTEMS (PEWS) CONTRACTS

Ms. Lori Gunn informed the Board of plans to enter into a contract with Dumas Police Department and Amarillo College Police Department for use of the Panhandle Electronic Warrant System (PEWS).

The Chief of Police in Dumas has expressed interest in building PEWS into Moore County after using the system himself as an officer with Canyon Police Department. With the vast majority of law enforcement agencies in Potter and Randall Counties using PEWS, Amarillo College's Police Department has shown a desire to upgrade and use the system themselves.

Sheriff Sal Rivera moved to approve the authorization of the Executive Director to enter into contract with Dumas Police Department and Amarillo College Police Department for use of PEWS. Mr. Steven Cortez seconded the motion; motion carried by unanimous vote. Commissioner Pat Sims abstained from voting;

10. **PANCOM – INTERLOCAL AGREEMENT WITH THE CITY OF CHILDRRESS**

Ms. Lori Gunn informed the Board of a potential Site Use Agreement with the City of Childress for the lease of space on the PRPC owned PANCOM tower. The PANCOM system, using State Homeland Security funds in 2017, built a 350' communications tower on the Northwest side of Childress. This tower resides on 7 acres leased to the PRPC by the Childress Regional Medical Center Hospital District.

The Site Use Agreement is between the PRPC and City of Childress for tower and shelter space and electricity at the PRPC owned tower in Childress, Texas. This is a no-cost agreement between the PRPC and the City of Childress.

Commissioner Pat Sims moved to approve the authorization of the Executive Director to enter into a Site Use Agreement with the City of Childress for the lease of space on the PRPC owned PANCOM tower. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

11. **2022 REGIONAL INFRASTRUCTURE ACCELERATOR PROGRAM APPLICATION**

Ms. Katie Perkins presented to the Board the PRPC's application for the 2022 Regional Infrastructure Accelerator's Program.

PRPC Staff have prepared an application to the Build America Bureau's 2022 Regional Infrastructure Accelerator Program. The Build America Bureau has been in operation since 2016 and is affiliated with the US Department of Transportation. The Regional Infrastructure Accelerator Program is accepting applications nationwide and will select 5 rural regions to serve as Regional Infrastructure Accelerators for a period of up to 3 years. These Accelerators are entities managed by regional planning organizations and/or other regional organizations that may provide technical assistance to localities. With PRPC's region-oriented mission and extensive experience in transportation projects, this opportunity is a likely fit. PRPC would be committing to providing technical assistance in the form of environmental reviews, engineering procurement, planning studies, and preparation of applications to funding programs.

Staff have contacted partners at the South Plains Association of Governments (SPAG) and the Nortex Regional Planning Commission (NORTEX) in order to expand the boundaries of this regional application. PRPC has successfully collaborated with these regions in the past in revolving loan programs, economic development, and transportation. Expanding the region to include 46 counties will strengthen the application and provide better opportunities for cross-region collaboration on projects, possible project bundling opportunities, and better success of projects for funding.

The draft application has a budget of \$500,000 which will be expended over two years. Approximately \$100,000 of the budget will be dedicated to contractual services with NORTEX and SPAG for their assistance with the program. This program would be folded into the existing project portfolio in the Local Government Services department.

- Contract term minimum is 1 year max is 3 years
- Proposed budget of \$450,00 for 3-year term to be matched by federal government.

Mayor Buster Davis moved to approve the authorization of the Executive Director to submit an application for the 2022 Regional Infrastructure Accelerator's Program. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

12. **ARPA FUNDING INTERLOCAL AGREEMENT**

Ms. Nicole Moore informed the Board that PRPC has interlocal agreements with 4 counties and 3 cities who provide administrative services for these funds, Tulia will be 4th city to be added to this list. Through these agreements, PRPC also provides technical assistance to localities

PRPC staff has 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 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

The CLFRF funding has identified 2 CFR 200 as the authority for procurement and the interlocal cooperation process is identified as an allowable form of procurement for professional services provided by one political subdivision to another

Dr. John Howard moved to authorize the Executive Director to execute the contract with Tulia for the Commission to provide project management services with ARPA. Mr. Winston Sauls seconded the motion; the motion carries by unanimous vote. Judge Harold Keeter abstained from voting.

13. **TEXAS DEPARTMENT OF AGRICULTURE – STATEWIDE UNIFIED SCORING COMMITTEE REGIONAL REPRESENTATIVE NOMINATION**

Mr. Dustin Meyer informed the Board that PRPC has worked with Panhandle Communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983.

Currently, the regional funding allocation structure is still being maintained by TDA and each Council of Government region will have the ability to select and nominate a regional representative on the USC. This chosen representative will be the voice for the region in the scoring development process of the TxCDBG program and will have one vote on the 24-person board. The PRPC's Board of Directors has been identified, in the new rules, as the governing body responsible for the regional nomination to the USC. This agenda item will allow the PRPC Board of Directors to consider nominations to the USC that are currently serving as an elected or appointed official of a non-entitlement community (50,000 or less for cities, 250,000 or less for counties), able to pass a background check and available to travel to the Unified Scoring Committee meeting and related training in Corpus Christi on April 27 & 28, 2020.

Mr. Pat Sims moved to nominate Joe Price, City Manager of Canyon, as the representative from the Panhandle Region to serve on the Texas Department of Agriculture's (TDA) Statewide Unified Scoring Committee (USC). Mr. Buster Davis seconded; the motion carries by unanimous vote.

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

- A. Comments from the Executive Director
- B. Report on the following recent Planning Commission sponsored regional meetings:
 - PRPC Regional 9-1-1 Advisory Committee Meeting – March 4, 2022
 - Panhandle Regional Law Enforcement Academy Graduation at Oasis Baptist Church – March 10, 2022
 - PREMAC Meeting – March 17, 2022

- Texas Panhandle Inspector's Association Meeting – March 23, 2022
- C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
- Panhandle Water Planning Group Full Committee – April 7, 2022
 - Region-1 Canadian Upper Red Flood Planning Group – April 14, 2022

15. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:20 pm.



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

ATTEST:



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