

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

May 26, 2022

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, May 26, 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
- Karen Price, Pampa
- Sal Rivera, Sheriff, Castro County
- 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
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

**MEMBERS ABSENT:**

- Ginger Nelson, Mayor, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- Yolanda Robledo, Alderwoman, City of Bovina
- Kerry Symons, Mayor, City of Perryton

**STAFF PRESENT:** Mr. Trent Taylor, Director of Finance; Mr. John Schaumburg, GIS Program Manager; Mr. Alex Guerrero, Local Government Services Program Manager; Mr. Christopher Jackson, Economic Disaster Recovery Program Specialist; Ms. Nicole Moore, Local Government Services Specialist; Ms. Katie Paul, Local Government Services Program Coordinator; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Paige Witthar, Community and Economic Development Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Sundee Rossi, Area Agency on Aging Director; Ms. DeShayne Hall, Executive Assistant; Mr. Kyle Ingham, Executive Director

**OTHERS PRESENT:** NONE

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**

Mayor Buster Davis gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Commissioner Juan Cantu moved to accept the minutes from April 26, 2022 and May 10, 2022. Sheriff Sal Rivera seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Mr. Winston Sauls moved to approve the vouchers for the month of April 2022. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

6. **REPORT: DISPUTE RESOLUTION**

Mr. Trent Taylor informed the board Mr. Randy Braidfoot will not be returning to PRPC. Mediation and disputes are still ongoing and currently we are working on finding volunteer mediators. One employee has received training and will be a useful resource going forward. A report will be made as it becomes available. No action needed by the board; none taken.

7. **INTERLOCAL AGREEMENT: AREA AGENCY ON AGING & CITY OF AMARILLO FOR EVIDENCED BASED PROGRAMMING**

Ms. Sundee Rossi informed the board AAA receives funding for Evidenced Based Programming which is authorized by the Older American's Act and Administration on Community Living, and locally through the State Unit on Aging at Texas Health and Human Services. These funds can only be used on programming which has received the highest degree of effectiveness which is evidenced by an improved health benefit for its participants. The AAA currently has two evidenced based intervention programs: Powerful Tools for Caregivers and A Matter of Balance. The AAA has received additional funds through the American Rescue Plan Act that is designated for Evidenced Based Programming. The AAA proposed to partner with the City of Amarillo Parks and Recreation Department to expand Evidenced Based Programming. Training and implementation are planned with the partnership with the City of Amarillo, with two new programs: Walk with Ease and Bingocize. Mayor Buster Davis made a motion to authorize the Executive Director to sign the Interlocal agreement. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

8. **REGIONAL SOLID WASTE: PANHANDLE ENVIRONMENTAL PARTNERSHIP (PEP) AGREEMENTS**

Ms. Daphne Morcom informed the board PEP has contracted with CTRA (Cooperative Teamwork & Recycling Assistance) to negotiate fees with transport companies as well as market prices for recycling materials. CTRA is now Keep Texas Recycling operated under Keep Texas Beautiful. The relationship between the PEP and KTR has proven to work well to assist rural communities in successful recycling. The PEP currently has 13-member cities with full-functioning recycle centers. OCC (Old Corrugated Cardboard) is the most recycled commodity in the region, followed by newspaper, SOW (Sorted Office Waste), plastics and other papers. The request is for the board to renew the agreement with KTR to continue services to the PRPC and its PEP member cities. Dr. Hallerberg made a motion for the board of directors to approve the

renewal of the KTR Agreement by the Executive Director. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

**9. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Lori Gunn informed the board PRPC Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests and disciplines in the Texas Panhandle. Listed below are the names of the PREMAC members who've recently resigned along with the names of their recommended replacements. To the extent possible, when a member resigns, we attempt to replace him/her with a candidate representing the same discipline as the out-going member. This helps us in maintaining the composition requirements of PRPC Administrative Regulation #36. With regard to the members whose current terms have expired, PRPC is recommending the following.

<b>Current Member whose Term has Expired</b>	<b>Discipline Represented</b>	<b>PRPC Staff Recommendation</b>
Rodney Mosier Executive Director Texas Wheat Producers	Agriculture	Reappoint Mr. Mosier to another 3-year term ending 31-May-25
Martin Birkenfeld Chief City of Amarillo PD	Law Enforcement	Reappoint Colonel Birkenfeld to another 3-year term ending 31-May-25
Mike Gittinger Meteorologist in Charge National Weather Service	Related Federal Agency(ies)	Reappoint Mr. Gittinger to another 3-year term ending 31-May-25
Zack Wilson Executive Director High Plains Food Bank	Community Support Volunteers	Appoint to another 3-year term ending 31-May-25
Katie Noffske Executive Director United Way of Amarillo and Canyon	Community Support Volunteers	Appoint ; to a 3-year term ending 31-May-25
Ryan Smith Business Development Director Rico Aviation	EMS Service	Appoint Charlene Duke, EMS Director, City of Canadian to a 3-year term ending 31-May-25
Steve Fuston EMS Director Moore Co. Hospital District	Health/Medical	Reappoint Mr. Fuston to another 3-year term ending 31-May-25
Trey Ellis County Judge Parmer County	Local Government	Appoint Mr. D J Wagner, Deaf Smith County Judge to a 3-year term ending 31-May-25
Ben Weinheimer Vice-President Texas Cattle Feeders Assoc.	Agriculture	Reappoint Mr. Weinheimer to another 3-year term ending 31-May-25
Kevin Starbuck Assistant City Manager City of Amarillo	Local Government	Appoint to another 3-year term ending 31-May-25
Tim Case Mayor City of Groom	Local Government	Reappoint Mr. Case to a 3-year term ending 31-May-25
Paul Bourquin Safety Director Amarillo ISD	Schools or School Associations	Appoint Mr. Tyler Smith, Captain Amarillo ISD to a 3-year term ending 31-May-25
Mike Story Public Works Director	Public Works	Appoint Mr. Justin Parker to a 3-year term ending 31-May-25

Current Member whose Term has Expired	Discipline Represented	PRPC Staff Recommendation
City of McLean		
Randy Geries Sheriff Parmer County	Law Enforcement	Appoint to a partial term to expire 31-May-23

If the Board acts favorably on these recommendations and if all the identified candidates finally agree to accept their appointments, the composition of the PREMAC would then appear as shown below.

Local Government Representatives	Emergency Mgmt. Coord.	Law Enforcement	Related Federal Agency(ies)
<b>Six to Nine</b>	<b>Two – Four</b>	<b>Two – Four</b>	<b>One to Two</b>
1. D J Wagner (Deaf Smith Co.) 2. Kevin Starbuck (City of Amarillo) 3. Cindy Irwin (Hutchinson Co.) 4. Tim Case (City of Groom) 5. Kim Jones (Childress Co.) 6. BJ Potts (City of Tulia) 7. Lee Davila (City of Friona)	1. Tommy Brooks (Moore Co.) 2. Dean Turney (City of Hereford) 3. Ken Daughtry (Wheeler Co.) 4. Chip Orton (City of Amarillo)	1. Chief Martin Birkenfeld (City of Amarillo) 2. Sheriff Randy Geries (Parmer Co.) 3. Sheriff Chris Forbis (Randall Co.)	1. Mike Gittinger (Amarillo NWS)
Public Works	Fire Service Organizations	EMS Service Organizations	Community Support Volunteers
<b>Two – Three</b>	<b>Two - Three</b>	<b>Two - Three</b>	<b>Two – Four</b>
1. Dan Reese (City of Canyon) 2. Mike Story (City of McLean)	1. Greg Lee (City of Pampa) 2. JoDee Robison (City of Silverton) 3. Paul Dutcher (City of Perryton)	1. Howard Heath (Claude EMS) 2. Charlene Duke (Canadian EMS)	1. Zack Wilson (High Plains Food Bank) 2. Katie Noffsger (Amarillo/Canyon United Way)
Public Utilities or Communications	Health/Medical Services	Major Industry Interests	Panhandle Ag Interests
<b>One to Two</b>	<b>Two - Four</b>	<b>One to Two</b>	<b>Two to Four</b>
1. Blaine Bertrand (Randall County)	1. Steve Fuston (Moore Co. Hosp. District) 2. P.J. Lemons (Panhandle RAC) 3. Jimmy Lanning (City of Stratford)	1. Kyle Brack (CNS Pantex Plant) 2. Ronne Walker (Xcel Energy)	1. Rodney Mosier (Texas Wheat Growers) 2. Ben Weinheimer (Texas Cattle Feeders Assoc.)

<b>Water Districts or Authorities</b>	<b>Panhandle Transportation Syst.</b>	<b>Related Regional/ State Agencies</b>	<b>Schools or School Association</b>
<b>One to Two</b>	<b>One to Two</b>	<b>Two – Four</b>	<b>Two – Three</b>
1. John Fisher (Palo Duro River Authority)	1. Brent Lane (TxDOT)	1. Dr. Sherri Gress (TX Animal Health Services) 2. Kevin McClaran (DSHS) 3. Ashley Johnson (TFS)	1. Eric Wallace (Amarillo College) 2. Tyler Smith (Amarillo ISD)

Sheriff Sal Rivera made a motion to appoint the individuals identified in this memo to serve on the Panhandle Regional Emergency Management Advisory Committee for the term indicated by their name. Mayor Buster Davis seconded the motion; motion carried by unanimous vote.

**10. FIRE, AMBULANCE AND SERVICE TRUCK FUND APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACT**

Mr. Chris Jackson informed the board PRPC staff has worked with Panhandle communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. Through the CDBG program Texas Department of Agriculture (TDA) offers many different funding opportunities including the: Community Development Fund; Downtown Revitalization/Main Street Programs; Planning and Capacity Building; State Urgent Need; and Fire, Ambulance, and Service Truck (FAST) Fund. In order to comply with TDA programmatic requirements as well as maintain the long-established tradition of conducting application preparation at no charge to communities in the region, a non-cost interlocal agreement has been developed for application development activities. The interlocal agreement will easily allow for an optional amendment to be considered upon notice of award that will allow PRPC to provide the project management services if so desired by each applicant. This agenda item is to allow for the authorization of Part I being an interlocal agreement that will allow PRPC Staff to begin work on application development for the cities of Adrian, Friona, and Quitaque. In structuring the interlocal agreement in such a manner, PRPC is able to continue the historical precedent of assisting cities and counties in the region with application development and stay in compliance with the funding agencies requirements.

Commissioner Juan Cantu made a motion to authorize the Executive Director to execute Interlocal Cooperation Contracts between the cities of Adrian, Friona and Quitaque and PRPC to provide TxCDBG FAST Fund application services at no cost with contingency for administrative services to be amended at the localities' discretion if the project(s) are funded. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote; Mayor Ricky White, Judge Don Allred and Judge Wayne Nance abstain from voting.

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

Mr. Dustin Meyer informed the board the Region-1 Canadian-Upper Red Regional Flood Planning Group covers a total of 44 counties, 29 full and 15 partial from the Texas Panhandle to Wichita Falls. Through PRPC, the Region-1 RFPG responded to the Texas Water Development Board's Request for Applications and submitted a funding application on January 21, 2021. The original funding contract committed funds for an 18-month planning effort of \$1,008,200 to complete the region's first Regional Flood Plan to be submitted to the TWDB by January 10, 2023. Unlike the regional water planning groups in which administrative costs are not allowable, certain administrative costs directly spent supporting the RFPG, will be eligible for

reimbursement through the TWDB grant contract according to 31 TAC Chapter 361 Rule § 361.72. The original allocation allowed towards administrative costs is approximately \$5,000 per meeting, not to exceed \$60,000 for the full planning effort.

In December this body approved an amendment to the original funding contract that added an additional \$694,600 to the original contract bringing the total committed funds for the Region-1 Flood Planning effort to \$1,702,800. The contract amendment added new tasks to the Scope of Work with an Amended Regional Flood Plan to be submitted by July 14, 2023. While the previous contract amendment did increase the allowed administrative expense by \$20,000 it did not allocate funds towards the newly created "Contractor Wages and Salaries" budget category. TWDB has indicated that in order for PRPC to be reimbursed for personnel costs associated with the regional flood planning process this budget category must be completed. With this budget amendment we are proposing to move \$75,000 from "Contractor Other Expenses" to "Contractor Salaries and Wages".

Commissioner Pat Sims made a motion to authorize the Executive Director to execute the proposed Budget Memorandum with the Texas Water Development Board to move funds from "Contractor Other Expenses" to "Contractor Salaries and Wages". Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

**12. FEDERAL LANDS ACCESS PROGRAM: FEDERAL HIGHWAY AUTHORITY APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACT**

Ms. Katie Paul informed the board the Federal Highway Administration's (FHWA) Federal Lands Access Program (FLAP) was established to improve transportation facilities that provide access to, are adjacent to, or are located within federal lands. This program was authorized by the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), passed in 2012 and was re-authorized by the Infrastructure and Investment Jobs Act of 2021. This program seeks to fund transportation improvements to roadways that provide some level of access to federal lands. Eligible projects include roadway widening, striping, signage, sidewalks, trails, etc. To date, the Panhandle Region has received only one project from this program, which was sponsored by the Texas Department of Transportation as was constructed in 2020 at US 87/287 at the Canadian River. These improvements included acceleration and deceleration lanes related to turning at the crossing.

The cities of Fritch and Canadian have indicated their interest in pursuing an application for this program. PRPC staff will offer application development services to these cities which include public involvement, map preparation, data collection, extensive coordination with the City, and miscellaneous development services. PRPC Staff have not previously developed applications for this program and have set a precedent for other application development services for new programs. The projects include roadway widening, striping, drainage improvements, and signage. These projects could potentially bring in approximately \$1,000,000 in federal dollars for transportation improvements. With the passage of the Infrastructure and Investment Jobs Act of 2021, this program requires no match. It is 100% grant funded. Due to the nature of the program, an interlocal agreement has been cooperatively drafted that will allow PRPC staff to develop the long form application for the cities of Fritch and Canadian. Due to the pending due date for the long form applications, PRPC staff felt that approving the interlocal agreements in a group would expedite the public meetings, resolution adoptions, and other integral pieces of the applications. The interlocal agreements for these three cities reflect a floor of \$1,000 and a ceiling of \$3,000. The interlocal agreements have been considered by the individual city councils.

Judge Don Allred made a motion to authorize the Executive Director to execute an Interlocal Agreement with the communities of Fritch and Canadian to provide

application development services for the 2022 FHWA Federal Lands Access Program. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

**13. U.S. ECONOMIC DEVELOPMENT ADMINISTRATION PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT WITH AMARILLO ECONOMIC DEVELOPMENT CORPORATION**

Ms. Paige Witthar informed the board Amarillo Economic Development Corporation (Amarillo EDC) and the City of Amarillo received an award letter earlier this month from the U.S. Economic Development Administration (EDA) for an Economic Adjustment Assistance Program investment through the agency's American Rescue Plan Act (ARPA) funding. Amarillo EDC and the City of Amarillo submitted an application to EDA in October 2021 to make infrastructure improvements to support the development of South Georgia Business Park at the northeast corner of South Georgia Street and Loop 335 in the City of Amarillo including: the construction of an interior business park road as well as water and sewer infrastructure; the expansion South Georgia Street to a 5-lane arterial road from Loop 335 to the interior business park road; and waterline improvements along part of South Georgia Street. These improvements to support the development of the South Georgia Business Park will allow for an \$88 million private investment and the creation of 205 jobs by Cacique Foods, LLC. and the location of other future tenants in the business park. The EDA grant investment is \$2,400,000.

The proposed contract is valued at \$65,000 and is for the duration of the grant. The scope of services outlined in the contract will include:

1. Submission of Reports & Concurrence Documents
2. Facilitation of Procurement processes for Construction Services
3. Assisting the City in meeting all EDA Special Conditions
4. Observance of Davis-Bacon Requirements
5. Facilitation of Financial Reimbursement Processes

Sheriff Sal Rivera made a motion to authorize the Executive Director to execute the interlocal contract with the Amarillo EDC for the Planning Commission to provide project management services. Mr. Winston Sauls seconded the motion; motion carried by unanimous vote.

**14. EXECUTIVE SESSION PURSUANT TO SECTION 551.074 (PERSONNEL MATTERS)**

At 2:15 p.m. Judge Looten stated that the meeting will adjourn into a Closed Session as authorized under Texas Government Code Chapter 551; Section 551.074 to discuss the appointment/employment of Executive Director position as appropriate.

**15. CONSIDER AND TAKE APPROPRIATE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

Judge Looten resumed the meeting at 2:46 p.m. and a recommendation was made to select Mr. Dustin Meyer as the Executive Director for PRPC at a salary of \$135,000 annually, car allowance of \$700 per month, cell phone allowance of \$100 per month and all benefits a PRPC employee would receive. Mr. Dustin Meyer agreed and accepted terms of the position.

Judge Christy Dyer made a motion to accept the recommendation made. All board members unanimously seconded the motion; motion carried.

**16. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:50 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 Director