

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

July 28, 2022

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Friday, July 28, 2022. 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
- Christy Dyer, Randall County Judge
- Dr. Bill L. Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Oscar Ostos, City of Amarillo
- Karen Price, City of Pampa, Citizen Representative
- Walter "Four" Price, Texas State Representative, District 87
- Winston P. Sauls, City of Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Tobe Shields, Mayor, City of Spearman
- Pat Sims, City of Dumas Commissioner
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge
- Yolanda Robelo, Alderwoman, City of Friona
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Sal Rivera, Sheriff, Castro County
- Wayne Nance, Briscoe County Judge
- Buster Davis, Mayor, City of Gruver
- Ronnie Gordon, Hartley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Kimberly Jones, Childress County, Judge

STAFF PRESENT: Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Mr. Christopher Jackson, Local Government Services Program Specialist; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. Conner Neale, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Stephine Neuwirth, Accounting Systems Specialist (HR/Payroll Specialist); Ms. Sundee Rossi, Area Agency on Aging Director; Ms. Delaney Pruett, Regional EM Management Planning; Ms. Lori Woolf, Receptionist; Ms. DeShayne Hall, Executive Assistant; Mr. Dustin Meyer, Executive Director

OTHERS PRESENT: Mr. Josh Worten, Mr. Carter Estes

1. CALL TO ORDER

Tobe Shields called the meeting to order at 1:31 p.m. and noted that a quorum was present. Pat Sims abstained from voting on Item 13 and Judge John Howard abstained from voting on Item 9.

2. INVOCATION

Pat Sims gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mayor Ricky White moved to accept the minutes from June 23, 2022. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of June 2022. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Mr. Trent Taylor informed the board that 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 is prepared in compliance with generally accepted accounting principles, of PRPC's portfolio starting from April 1, 2022 of \$2,365,044 to June 30, 2022 of \$2,434,587. The money market funds are deposited at Amarillo National Bank. The PRPC fund earned an average of .65% for the quarter. The investment portfolio was in compliance with the Public Funds Investment Act and PRPC Public Funds Policies throughout the quarter. The staff recommends that the Board of Directors accept this report as submitted.

Dr. John Howard moved to approve the report. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

7. **2022-2023 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION**

Mr. Trent Taylor informed the board the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and a model of job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996. On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed up regional councils by the Texas Legislature. In order for us to keep our classification and pay plan system current, it is necessary to present an updated document to the Board of Directors on an annual basis for review and approval. In general terms, the classification, pay plan and job descriptions document is intended to:

- Comply with Chapter 391, Local Government Code, (Sec 391.0117)
- Properly describe duties, responsibilities and necessary qualifications for positions at PRPC
- Assist employees and job applicants to understand each job and its relationships among jobs
- Group similar positions and assign these to pay groups with other positions
- Provide an organized system of pay groups and steps to be used to assure equal pay for equal work, to reward employees for exceptional performance with merit pay and to identify "career ladders" which employees can advance
- Establish procedures for administering and updating the document.

The primary revisions for 2022-2023 include establishing 10 positions and associated job descriptions, inactivating 2 positions, and removing 14 positions. Mr. Meyer supplemented that the pay plan was inclusive of a 3.5% cost of living increase (COLA). The staff recommends that the Board of Directors adopt the 2022-2023 Integrated Personnel Classification, Pay Plan and Job Descriptions document.

Mayor Ricky White moved to approve the PRPC Personnel Classification, Pay Plan and Job Description document. Ms. Karen Price seconded the motion; the motion carried by unanimous vote.

8. **OVERVIEW OF THE TEXAS PANHANDLE VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

Ms. Delaney Pruett informed the board the Texas Panhandle VOAD (Voluntary Organizations Active in Disaster) is a humanitarian association of independent voluntary organizations who may be active in all phases of disaster. Its mission is to foster efficient, streamlined service delivery to people affected by disaster, while eliminating unnecessary duplication of effort through cooperation in the four phases of disaster: preparation, response, recovery and mitigation. The Texas Panhandle VOAD covers the top 26 counties in Texas and has a variety of large organizations involved. The VOAD is wanting to expand their membership list to include smaller organizations and church groups across the Panhandle. In March of 2022, the City of Hereford had a severe storm that damaged homes with broken windows and roof damage. Several homes were uninsured. This storm was not large enough to prompt a state or federal response, and the money that comes with it, but if the VOAD had been active, several organizations could have stepped in to help the homeowners. This is one example of how the VOAD can support the community through small but impactful incidents that don't receive state attention. The Texas Panhandle VOAD is looking to invite smaller organizations and church groups throughout the region to join, so that when an incident occurs, they can call upon those volunteer organizations to help.

No action necessary, this is an informational item.

9. **TEXAS DIVISION OF EMERGENCY MANAGEMENT (TDEM) HAZARD MITIGATION GRANT PROGRAM INTERLOCAL CONTRACT**

Ms. Lori Gunn informed the board earlier this year, Donley County applied for funding under DR-4586 (Texas Winter Storms). This funding will cover the cost of installing generators at locations throughout the county deemed critical. These locations were identified in Donley County's 2019 FEMA-approved hazard mitigation plan. By installing generators at these locations, the county will be working to mitigate known natural hazard vulnerabilities. The United Hazard Mitigation Assistance Grant Programs (HMA) provide grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMA is to provide a critical opportunity to reduce the loss of life and property due to natural hazards and disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMA is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Under the HMA Grant Program, the recipient is allowed sub-recipient management costs for the administration of the project. Donley County has reached out to PRPC's Regional Services to provide project administration on the installation of the generators. While the grant has not been awarded, we anticipate the project to receive FEMA/TDEM approval within the next few months. Upon your approval, the Executive Director will execute an Interlocal Agreement in anticipation of the grant approval. The staff recommends that the Board of Directors consider the approval and authorization of the Interlocal Agreement for Professional Services from the PRPC's Regional Services on the Donley County Generator Project if funded under the DR-4586 by the PRPC Executive Director.

Mayor Kerry Symons moved to authorize the Executive Director to execute the Interlocal Agreement for Professional Services from PRPC's Regional Services. Judge Don Allred seconded the motion. Dr. John Howard abstained from voting. The motion carried by unanimous vote.

10. PANHANDLE REGIONAL EMERGENCY PREPAREDNESS CONFERENCE INTERLOCAL CONTRACT WITH THE TEXAS A&M ENGINEERING EXTENSION SERVICE

Ms. Lori Gunn informed the board the Panhandle Regional Emergency Preparedness (PREP) Conference is an annual conference hosted by the PRPC's Panhandle Regional Emergency Management Advisory Committee (PREMAC). The purpose is to help our various disciplines evolve their current mission and explore affordable methods to become more resilient. Over these past 10 years of the conference; first responders, elected officials/city management, medical personnel, emergency managers, industry partners, volunteers, and many other disciplines have attended this conference. In years past, PRPC staff has managed the registration for the conference in-house. Texas A&M Engineering Extension Service (TEEX) has provided registration and payment assistance for other conferences around the state. TEEX has streamlined the process giving one website for registrants. TEEX will take payments, print name badges and work with PRPC staff on marketing the conference. In addition to managing the online registration portal, TEEX will provide personnel to assist with conference registrants the day of the conference. Under this memorandum of agreement, PRPC will invoice TEEX for all student fees collected minus 4% for each paying participant. The 4% covers TEEX costs from credit card transactions. As with previous years, volunteer responders are free. The staff recommends that the Board of Directors consider the authorization of the Memorandum of Agreement with TEEX to administer registration services for PRPC's PREP conference by the PRPC Executive Director.

Judge Nancy Tanner moved to authorize the Executive Director to execute the Agreement with TEEX to administer registration services for the PREP conference. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

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

Mr. Chris Jackson informed the board that 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 Service Truck (FAST) Fund. The FAST Fund Program was created in 2019 and has the stated objective of funding eligible vehicles and equipment in order to provide emergency response and special services to rural communities. Several communities have indicated interest in beginning work to develop applications that will seek to provide funding for new emergency vehicles and equipment in their communities. In addition, the City of Cactus has recently indicated interest for Local Government Services staff to develop and prepare an application to the FAST Fund program. Following the format established during the TxCDBG application process conducted in the Fall of 2017, an interlocal agreement has been developed for PRPC to assist communities interested in developing applications to Texas Department of Agriculture programs particularly under the Community Development Block Grant umbrella. 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 be working on application development for the City of Cactus. 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. The staff recommends that the Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract between City of Cactus and PRPC to provide TxCDBG FAST Fund application at no cost with contingency for administrative services to be amended at the localities' discretion if the projects are funded.

Dr. John Howard moved to authorize the Executive Director to execute the Interlocal Cooperation Contract between the City of Cactus and PRPC. Mayor Ricky White seconded; the motion carried by unanimous vote.

12. 2022 (CYCLE VI) PANHANDLE REGIONAL WATER PLAN DEVELOPMENT CONTRACT AMENDMENT AND ASSOCIATED CONSULTING CONTRACT

Mr. Alex Guerrero informed the board on April 17, 1998, the Board of Directors approved an agreement with the Panhandle Water Planning Group (PWPG) designating the Planning Commission as the administrative entity for the regional water planning process. Since that time, Local Government Services staff has assisted the Panhandle Water Planning Group in the development of five regional water plans completed in 2001, 2006, 2011, 2016 and 2021. The regional water planning process is statutorily required to be conducted by a political subdivision of the State of Texas, and the neutrality that the PRPC has brought to the process in the Panhandle Region has traditionally be very favorably viewed by the Cities, Counties, and Special Districts served by PRPC. In June of 2021, this body approved initial funding for the sixth cycle of planning dollars in the development of the 2026 Regional Water Plan. During the month of July, the Texas Water Development Board (TWDB) authorized execution of FY 22 contract amendments for the continuation of the 2026 Regional Water Plan. Under these appropriations, PRPC on behalf of the PWPG will be appropriated an additional \$259,502 with an anticipated total of \$713,630 in the following funding years to complete the 2026 Regional Water Plan. The additional funds coming available will be contingent on future legislative sessions and contract amendments. With the additional funds being allocated the complete scope of work has been authorized by the TWDB which includes all of tasks 1-10. Unique to the FY 22 contract amendment is a new incorporation of an expense budget category for Political Subdivision *salaries and wages*. During the initial funding for the 2026 Regional Water Plan contract, the full amount of staffing expenses fell under *other expenses* giving the Political Subdivisions now the ability to differentiate staff time, salaries, wages and include other related costs with the regional water planning process. The staff recommends that the Board of Directors authorize the Executive Director to execute the contract amendment with the Texas Water Development Board for the additional appropriation of funding to carry out the 2026 Panhandle Regional Water Plan on behalf of the Panhandle Water Planning Group.

Judge Don Allred moved to authorize the Executive Director to execute the contract amendment with the Texas Water Development Board for additional appropriation of funding to carry out the 2026 Panhandle Regional Water Plan on behalf of the Panhandle Water Planning Group. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

13. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACTS

Mr. Alex Guerrero informed the board PRPC in recent years PRPC Staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city manager searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff by Cities. Recently, PRPC was approached by both the City of Dumas and Clarendon related to conducting a professional search for a Chief of Police and City Manager. Both communities have inquired about PRPC's services and requested a proposal regarding the process to identify qualified Chief of Police and City Manager

applicants. Additionally, both communities have considered the PRPC's scope of services as it relates to assistance with a professional search and has authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into interlocal agreement with the City of Dumas and the City of Clarendon for PRPC to continue to work with and assist them in this process. Currently the search contract rate being used by PRPC will follow basic guidelines that can be modified based on locality preference. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour with job postings and travel compensated additionally with a set floor and ceiling to ensure that both parties mutually benefit from the agreement. There are 8 options available for inclusion in contracts. PRPC staff recommends that the PRPC Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Dumas and the City of Clarendon to conduct a formal Chief of Police and City Manager search.

Mr. Winston Sauls moved to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Dumas and the City of Clarendon to conduct a formal Chief of Police and City Manager search. Judge Christy Dyer seconded the motion. Mr. Pat Sims abstained from voting. The motion carried by unanimous vote.

14. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Mr. Dustin Meyer reminded the Board that the PRPC Annual Meeting will be held Thursday, September 22, 2022 at the Amarillo Civic Center. He stated that Guy Loneragan, the Dean of the Texas Tech Veterinary School is the keynote speaker for the evening.
- B. Chairman Looten appointed the following individuals to serve on a committee to select recipients of the 2022 Panhandle Regional Planning Commission Regional Service Award, 2022 Melissa Carter Exceptional Staff Member and the 2022 Goodwin Regional Public Administration Award: Judge Nancy Tanner, Judge John Howard, Mr. Oscar Ostos.
- C. Chairman Looten appointed the following individuals to serve on a Nominating Committee to consider a slate of officers for the 2022-2023 PRPC Board of Directors: Sheriff Sal Rivera, Mayor Kerry Symons and Dr. William Hallerberg.
- D. Mr. Dustin Meyer reported on the recent and upcoming Planning Commission sponsored regional meetings.


15. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:27 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