

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

August 25, 2022

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, August 25, 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:

- Juan Cantu, Commissioner, City of Lipscomb County
- Steven Cortez, City of Hereford
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Carter Estes for Ginger Nelson, Mayor, City of Amarillo
- Oscar Ostos, Citizens Representative, City of Amarillo
- Walter "Four" Price, Texas State Representative, District 87
- 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
- Kerry Symons, Mayor, City of Perryton
- Nancy Tanner, Potter County Judge

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Citizen Representative, City of Cactus
- Bill Hallerberg, Canadian River Municipal Water Authority
- John James, Collingsworth County Judge
- Kim Jones, Childress County Judge
- Karen Price, Citizen Representative, City of Pampa
- Yolanda Robledo, Alderwoman, City of Bovina
- Ricky White, Former Mayor, City of Friona

STAFF PRESENT: Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Mr. Connor Neale, Local Government Services Program Specialist; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Heather Reid, Workforce Development Contracts/Accounting Manager; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Sundee Rossi, Area Agency on Aging Director; Ms. Delaney Pruett, Regional EM Management Planning; Ms. Lori Woolf, Receptionist; Mr. Dustin Meyer, Executive Director

OTHERS PRESENT: Mr. Josh Worten, Mr. Steve Walthour

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 Kerry Symons gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mayor Kerry Symons moved to accept the minutes from July 28, 2022. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Mr. Pat Sims moved to approve the vouchers for the month of July 2022. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

6. **2023 PRPC DUES STRUCTURE**

Mr. Trent Taylor informed the board the bylaws of the Panhandle Regional Planning Commission require the Board of Directors to recommend a membership dues structure to the general membership for each fiscal year. The general membership will convene at the up-coming Annual Meeting to formally approve the membership dues structure for the 2023 Planning Commission year. The Planning Commission's membership dues rate is presently set at 8.5¢ per capita.

Using the 2020 Census, the current rate translates into approximately \$69,364 in revenue to the Commission. Local dues funds are used primarily as matching dollars for various regional programs, seed money for special projects and for certain specific Commission operational expenses. The Planning Commission's proposed 2023 budget has been prepared assuming no increase in the membership dues rate and the continuing high level of local government membership participation. The Executive Committee of the Board of Directors met prior to the Board meeting to review the staff's suggested 2023 dues structure. The committee will present recommended action to the full Board of Directors on Thursday.

Mayor Kerry Symons made a motion to accept the 2023 dues structure. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

7. **2023 PRPC STRATEGIC WORK PROGRAM AND BUDGET**

Mr. Trent Taylor informed the board The Bylaws of the Planning Commission require the Board of Directors to annually review and recommend a work program and budget to the general membership. The general membership then reviews and adopts the budget at each year's Annual Meeting. The document will be presented in detail to the Board's Executive Committee at their meeting prior to the Board meeting. The proposed 2023 Strategic Work Program and Budget will then be presented to the entire Board, with the Executive committee's recommendations during the Board of Directors meeting. The Executive Committee recommends approving the staff's suggestion of the 2023 Strategic Work Program and Budget to the general membership.

Judge Nancy Tanner moved to approve the budget. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

8. **REPORT: DISPUTE RESOLUTION**

Mr. Trent Taylor informed the board that Randy Braidfoot has been out of the office since April 18th. We are continuing the work of DRC with a program specialist and the use of volunteer mediators. We are having issues finding mediators and have been forced to cancel or postpone several mediations. A subcommittee was established. A proposal from the subcommittee was presented at the board meeting.

Dr. John Howard moved to recommend the proposal. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

9. **PRESENTATION FROM NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT ON THE HIGH PLAINS WATER RESOURCE RESILIENCY PROJECT**

Regional Councils of Government are created under Chapter 391 of the Texas Local Government Code. The purpose of Regional Councils are to “Join and cooperate to improve the health, safety, and general welfare of their residents and Plan for the future development of communities, areas, and regions.”. Chapter 391 goes on to speak about recognizing the needs of agriculture, business and industry as well as building essential facilities to help communities, areas and regions grow. Essential among those needs to support healthy communities is water. PRPC Staff has worked closely with water planning issues for the past 25 years. There is a local effort to gain traction to look for unique ways of safe guarding water supply for the Texas Panhandle region.

Mr. Steve Walthour, General Manager, for the North Plains Ground Water Conservation District, then presented to the PRPC Board of Directors regarding the High Plains Water Resource Resiliency project. Mr. Walthour is seeking regional support to explore alternative methods to address water supply in the Texas Panhandle and throughout the High Plains region. Mr. Walthour is seeking to build support to encourage the legislature to appropriate funding to update previously conducted studies on the feasibility of a water transfer route from the Missouri River through Colorado, Kansas, Nebraska, New Mexico, Oklahoma and Texas. The purpose of the study would be to explore mitigating flooding in the Missouri River Basin while simultaneously increasing water supplies to regions whose primary source of water is the Ogallala Aquifer. This agenda item will allow the PRPC Board of Director to learn about the previously conducted studies as well as Mr. Walthour’s efforts to build support for re-visiting these studies.

No action necessary, this is an informational item.

10. **REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Daphne Morcom informed the board that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two (22) to twenty-eight (28) PRPC-appointed members, and one (1) to two (2) standing positions held by representatives from the Texas Commission on Environmental Quality-Region 1 Office and members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region. Each year, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. No member may serve more than two consecutive three-year terms. Currently, eleven (11) individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board. Those individuals were listed in the memorandum. The PRPC staff recommends the Board of Directors appoint/and or reappoint the individuals listed to serve on the Regional Solid Waste Management Advisory Committee.

Representative Four Price moved to appoint/and or reappoint the individuals as recommended. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

11. **REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS**

Ms. Daphne Morcom informed the board the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor’s Criminal Justice Division. Funding comes from a variety of state and federal sources which includes:

- VOCA Funds through the Victims of Crime Act;
- VAWA funds through the Violence Against Women Act;
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds; and
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act

PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. There are no term-limits for this committee.

PRPC Administrative Regulation No. 34 sets out the composition of the CJAC as follows:

1. The Panhandle Regional Criminal Justice Advisory Committee shall consist of at least seventeen (17) members and composed as follows:
 - a. No more than four (4) individuals representing the region's law enforcement community.
 - b. At least one (1) individual representing the region's juvenile justice system.
 - c. At least one (1) individual representing the region's drug abuse prevention services/programs.
 - d. At least one (1) representative of a non-profit organization concerned with criminal justice/law enforcement matters.
 - e. At least one (1) representative of an organization involved with the provision of victims' services or advocating the rights of victims.
 - f. At least one (1) individual who represents the region's mental health service providers.
 - g. No more than four (4) individuals who represent prosecution or the region's courts system.
 - h. At least one (1) individual who represents the region's education system.
 - i. At least one (1) individual who will serve as a concerned citizen or member of a parent organization.
 - j. At least one (1) individual who represents the region's municipalities.
 - k. At least one (1) individual who represents the region's counties.

This year, four members were up for re-appointment and one member needed to be replaced. PRPC staff has contacted all of the FY 2023 recommended appointees and all have confirmed that they are all willing and able to serve. The staff recommend that the PRPC Board of Directors approve the nominated individuals for appointment or reappointment to serve on the FY 2023 Regional Criminal Justice Advisory Committee.

Judge Ronnie Gordon moved to recommend the nominated individuals for the Regional Criminal Justice Advisory Committee. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL EMERGENCY PREPAREDNESS CONFERENCE OVERVIEW

Ms. Delaney Pruetz informed the board the Panhandle Regional Emergency Management Advisory Committee (PREMAC) hosts the Panhandle Regional Emergency Preparedness (PREP) Conference annually in Amarillo. This conference is geared toward first responders, medical professionals, city and county administration, and disaster volunteers from the Panhandle and surrounding areas. This year's conference will be held on Friday, September 9th from 8:00am – 5:00pm at the Amarillo Civic Center. There will be four main presenters speaking on the topics of critical infrastructure, cybersecurity, electric infrastructure, and animals in disaster. The Exhibit Hall will be full of vendor and partner tables and vehicles on display. In the afternoon, there will be breakout groups for all conference attendees where state and/or federal agencies will provide presentations and training pertaining to their subject matter.

No action necessary, this is an informational item.

13. RESOLUTION FOR RECOGNITION OF NATIONAL PREPAREDNESS MONTH

Ms. Lori Gunn informed the board in any given year; major disasters will strike somewhere in the US. This year alone; 57 major disasters have already been declared by the Federal Emergency Management Agency (FEMA) and that's before the start of the annual hurricane season. Whenever and wherever they occur, disasters place the lives of citizens at risk. According to the Insurance Information Institute, 770 US residents lost their lives to natural catastrophes in 2021. For over a decade now, FEMA has worked to promote personal, family and community natural disaster preparedness with an annual nationwide campaign that's launched each September with the National Preparedness Month (NPM) program. The NPM theme for 2022 is **A Lasting Legacy** and it states that the life you've built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family. Each week during the month; FEMA will highlight a different aspect of preparedness planning on its **Ready.gov** website. Every year since the NPM program began, the PRPC Board has elected to endorse the National Preparedness Month program in the Panhandle with the passage of a resolution. PRPC staff is recommending that the Board consider maintaining this tradition in 2022. The Panhandle is vulnerable to a variety of natural hazard threats. In 2018, major fire disasters were declared in Hutchinson and Gray Counties so residents of this region have good cause to be on the alert and remain prepared for events or conditions that could threaten their safety.

Mr. Winston Sauls moved to recommend the PRPC Board of Directors pass the resolution proclaiming September, 2022 as National Preparedness Month in the Texas Panhandle. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

14. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY CONTRACT

Ms. Lori Gunn informed the board Each year the PRPC applies for funding through the Governor's Criminal Justice Division (CJD) to support law enforcement training activities in the region. This training is provided to regional officers through the Panhandle Regional Law Enforcement Academy (PRLEA). PRPC has contracted with Amarillo College to operate the PRLEA since its inception. Outside of the Amarillo Police Academy, which is reserved for the training of Amarillo's police force, the PRLEA is the only other TCOLE-certified (Texas Commission on Law Enforcement) basic training academy in the region. The vast majority of officers currently employed throughout the region graduated from the PRLEA and in the course of a normal year, nearly every officer will take advantage of the Academy's in-service training opportunities. As training requirements and liability levels increase on law enforcement, it is important that the peace officers in our region develop and maintain a professional expertise and awareness of the law. The foundation for that expertise is built with a solid Basic Peace Officer certification and then maintained through continuing education. For the past five decades, law enforcement agencies of the Panhandle have come to rely on the training services provided through the PRLEA to meet their staffing needs and to keep their officers' policing skills and knowledge of the law current. Earlier this month, PRPC staff met with Amarillo College (AC) to discuss the terms of this year's contract. A draft copy of that agreement is attached for your review. As done with the last contract, we are going to maintain the proportional payment approach. This approach enabled the PRLEA to provide In-Service courses throughout the contract period as opposed to exhausting all the funds six months into the contract. Those two payment categories include the following:

Basic Law Enforcement Training: TCOLE certification is a prerequisite to becoming employed as a peace officer in the State of Texas. Through this training, students attend classes and must pass an exam making them eligible to receive certification from the Texas Commission on Law Enforcement. Two Basic academies will be conducted in 2023 and we've allocated enough funding for scholarships to students in each academy. For FY 2023 we have at least ten (10) scholarship positions available.

In-Service Training: To maintain TCOLE certification, an officer must obtain continuing education to remain current on new laws and specialized topics pertinent to criminal justice. In-Service Training covers a wide range of training topics specifically designed to achieve this goal for licensed peace officers in the region. The contract only pays for training delivered to TCOLE-certified officers employed by a city or county in the region. However, quite often, individuals from other agencies will attend training along with the officers being covered under the PRPC's contract. The other agencies pay for their training costs separately. PRPC staff recommends the PRPC Board of directors authorize the Executive Director to enter into a contract with Amarillo College for operation of the Panhandle Regional Law Enforcement Academy for FY 2023.

Mr. Sal Rivera motioned to have the Executive Director enter into a contract with Amarillo College to operate the Panhandle Regional Law Enforcement Academy for FY 2023. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

15. **STATE HOMELAND SECURITY PROGRAMS/CRIMINAL JUSTICE
ADMINISTRATIVE SERVICES INTERLOCAL COOPERATION CONTRACT
RENEWAL**

Ms. Lori Gunn informed the board each year, the Office of the Governor, Public Safety Office (PSO) contracts with the PRPC to administer the region's Criminal Justice Program and State Homeland Security Program. This agreement calls for the PRPC to facilitate a variety of services to agencies in the Panhandle. The contract also necessitates that PRPC aids the region's Criminal Justice Advisory Committee, which oversees the Criminal Justice Grant Program. This contract also addresses the Panhandle Regional Emergency Management Advisory Committee, which oversees the region's Homeland Security Grant Program. Services in the PSO contract include the distribution of Notices of Fund Availability to all eligible entities, a series of Grant Application Workshops, Oversight of the CJAC's and PREMAC's grant prioritization process. PRPC has discussed a renewal of the previous interlocal agreement which will include the same amounts as the current fiscal year. The PSO contract program will begin on September 1, 2022. PRPC staff recommends the PRPC Board of Directors approve a motion to authorize the Executive Director to execute the FY 2023 Interlocal Agreement with the Office of the Governor, Public Safety Office upon receipt.

Mayor Kerry Symons moved to authorize the Executive Director to execute the FY 2023 Interlocal Agreement with the Office of the Governor, Public Safety Office. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

16. **REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING
CONTRACT**

Mr. Alex Guerrero informed the board PRPC has been in the Public Transportation Arena since 2006 with the adoption of the Region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC Staff and the Advisory Committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2022, the fourth iteration of the Comprehensive Plan was adopted which set forth new goals for another 5-year planning process. With the adoption of the 2022-2026 Regionally Coordinated Public Transportation Plan, the PRPC and PROMPT set forth specific areas of focus to conduct in-depth research that includes increasing outreach to transportation users, exploring new opportunities for multi-modal connections within the existing transit system, identifying opportunities for coordination and centralization of service or resource pooling, and improving connectivity between transportation agencies and resources. This month, TxDOT informed PRPC that they would receive \$35,000 to continue work on the coordinated transportation planning process for the second period in the 2023 program year based upon state-wide metrics data. LGS Staff have prepared and applied to receive these funds and anticipates that a project grant agreement (PGA) with TxDOT to receive these funds will be received by September 1st, 2022. These funds will allow PRPC staff to continue to hold PROMPT meetings, continue public involvement, and begin work

on planning and assessments for individual needs identified in the 2022 Regionally Coordinated Transportation Plan. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to submit the application for continuation funding and execute the project grant agreement with the Texas Department of Transportation to receive the Public Transportation Coordination Project planning grant funding to continue activities associated with the regionally coordinated transportation planning process.

Mayor Kerry Symons moved to authorize the board authorize the Executive Director of the PRPC to submit the application for continuation funding and execute the project grant agreement with the Texas Department of Transportation to receive the Public Transportation Coordination Project Planning grant funding. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

17. TxDOT PILOT DEMONSTRATION PROJECT CONTRACT AWARD

Mr. Connor Neale informed the board PRPC Staff submitted applications for previous projects through the 2022 Coordinated Call for Projects, which include the Return Home from Hospitalization Program and the Ride-Share Voucher Program. 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 a hospital. The application was accepted and funded through TxDOT, and has a start date of September 1, 2022 through August 31, 2024. Project partners in coordination on this project will include the City of Amarillo and Panhandle Community Services, along with the members of the PROMPT board. Elements of the project will include program design, educational sessions, stakeholder meetings, coordination materials, and final pilot of the program. The project workplan is attached for review. The overall project budget will be \$125,000 for two years, and will include funds for travel, staff time, and indirect costs. Agreement with TxDOT for the approved grant will be signed upon approval from the Board of Directors. PRPC Staff have worked with members of the PROMPT Board, project partners, and stakeholders to develop this program. PRPC staff recommends that the Board of Directors authorize the Executive Director of the PRPC to enter into agreement with TxDOT for the approved funding for the Return Home from Hospitalization program.

Judge Nancy Tanner moved to enter into agreement with TxDOT for the funding for the Return Home from Hospitalization program. Mr. Steven Cortez seconded the motion; the motion carried by unanimous vote.

18. PRPC COPIER SERVICES AGREEMENT

Mr. Dustin Meyer informed the board The Planning Commission is currently procuring copier services for the copier machines on the first and third floor as the current contract on the current unit is set to expire at the end of this month. The units on the first and third floor are both a Xerox C8055H, which we began leasing in 2017. The Xerox C8055H monthly lease payment is \$211.04 per copier. In addition, we pay meter charges for each color copy made which averages a monthly meter cost of \$156.65 (average of 3,435 color copies at .0456 per copy), which makes a total monthly charge of approximately \$367.69 average per machine. The lease contract includes no charge for black and white copies. A request for proposals was issued on August 6th, as well as published in the Amarillo Globe News on August 6th and August 13th and sent directly to three vendors. The vendors that were directly solicited include: UCI Document, Tascosa Office Machines and Benchmark/Xerox. The deadline to submit the proposals was August 19th, 2022 at 4:00 pm. These quotes will be received after the development of this agenda package. However, staff will have the quotes available for the Board of Directors to review and a recommendation for award at the Board Meeting. Staff recommends that the Board of Directors authorize the Executive Director to execute a contract for a new lease agreement for a digital copier system on the first and third floor.

Mr. Pat Sims moved to authorize the Executive Director to execute a contract for a new lease agreement with Tascosa Office Machines for a digital copier system on the first and third floor. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

19. PRPC JANITORIAL SERVICES CONTRACT

Mr. Dustin Meyer informed the board Since moving into our building in 1993, the Planning Commission has had cleaning services provided by a janitorial service. Service Solutions of Amarillo has provided that service since September, 2019 at a rate of \$2,349.00 per month. This contract expires at the end of this month.

A notice was placed in the August 6th and August 13th, 2022 in the Amarillo Globe News requesting invitation for bids for janitorial cleaning services for the Planning Commission office building. Additionally, the request for proposals was directly sent to ten different vendors including:

- o Service Solutions
- o Arverna's Cleaning Service
- o Fail-Safe Cleaning Solutions
- o Top 2 Bottom Cleaning Services
- o Janitorial Solutions/Golden Spread
- o Scents of Pride Cleaning
- o Cub Janitorial
- o Sanex Services
- o Cintas

The deadline to submit the proposals was August 19th, 2022 at 4:00 pm. These quotes will be received after the development of this agenda package. However, staff will have the quotes available for the Board of Directors to review and a recommendation for award at the Board Meeting. Staff recommends that the Board of Directors authorize the Executive Director to execute a contract for janitorial services for the Planning Commission office building.

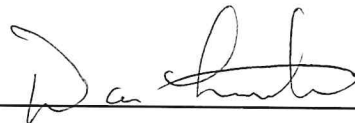
Mayor Kerry Symons moved to authorize the Executive Director to execute a contract for janitorial services with Arverna's Cleaning Service. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

20. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

Mr. Dustin Meyer reminded the board of the Annual Meeting on September 22, 2022 at the Civic Center. The speaker is Mr. Guy Loneragan from Texas Tech School of Veterinary Medicine. Proposed date for the holiday board meeting is December 8, 2022. The awards committee will meet after the board meeting.

21. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:13 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