

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

September 22, 2022

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 4:00 p.m. on Thursday, September 22, 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 in the Regency Room at the Amarillo Civic Center Complex, 401 S Buchanan St., Amarillo, Potter County, Texas.

**MEMBERS PRESENT:**

- Don Allred, Oldham County Judge
- Cleo Castro, Citizen Representative, City of Cactus
- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- John James, Collingsworth County Judge
- Kimberly Jones, Childress County Judge
- Dan Looten, Carson County Judge
- Wayne Nance, Briscoe County Judge
- Ginger Nelson, Mayor, City of Amarillo
- Oscar Ostos, Citizens Representative, City of Amarillo
- Winston P. Sauls, City of Borger
- 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, Former Mayor
- Nancy Tanner, Potter County Judge

**MEMBERS ABSENT:**

- Juan Cantu, Lipscomb County Commissioner
- Steven Cortez, City of Hereford
- Harold Keeter, Swisher County Judge
- Karen Price, Citizen Representative, City of Borger
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

**STAFF PRESENT:** Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Mr. Jarian Fred, Local Government Services Program Specialist; Mr. Mike Peters, 9-1-1 Network Director; Ms. Paige Goodell, Local Government Services Program Specialist; Ally Hubbard, Local Government Services Intern; Christian Campbell, Dispute Resolution Program Specialist; Ms. Heather Reid, Workforce Development Contracts/Accounting Manager; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Lori Woolf, Receptionist; Mr. Dustin Meyer, Executive Director

**OTHERS PRESENT:** Mr. Josh Worten, Mr. Carter Estes, Mr. Greg Lewellen

1. **CALL TO ORDER**

Judge Dan Looten called the meeting to order at 4:03 p.m. and noted that a quorum was present. Dr. John Howard declared a conflict with Item 7.

2. **INVOCATION**

Mr. Winston Sauls gave the invocation.

1. **PUBLIC COMMENT**

No public comments were made.

2. **MINUTES**

Mayor Kerry Symons moved to accept the minutes from August 25, 2022. Mr. Buster Davis seconded the motion; the motion carried by unanimous vote.

3. **VOUCHERS**

Mr. Ricky White moved to approve the vouchers for the month of August 2022. Mayor Ginger Nelson seconded the motion; the motion carried by unanimous vote.

4. **RESOLUTION THANKING DR. GUY LONERGAN**

Consideration of a resolution thanking Mr. Guy Lonergan, Dean of the Texas Tech School of Veterinary Medicine, for serving as the keynote speaker at the PRPC 2022 Annual Meeting.

Judge Don Allred made a motion to issue the resolution to thanks Mr. Lonergan. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

5. **DISPUTE RESOLUTION CENTER INTERLOCAL COOPERATION CONTRACT FOR ALTERNATIVE DISPUTE RESOLUTION FUNDING PROVIDED IN TEXAS GOVERNMENT CODE 135**

As discussed in last month's meeting, in accordance with section 135 of the Texas Local Government Code, PRPC is reaching out to the 26 County Courts of the Panhandle to try and establish an interlocal agreement whereby the Dispute Resolution Center (DRC) is agreeable to provide dispute resolution services for the county courts. The County can agree through the use of an interlocal agreement to remit county funds to DRC in accordance with the following sections of the Texas Local Government Code:

135.101: \$213 on filing any civil case except a probate, guardianship, or mental health case. \$35 on any action other than an original action for a case. 7.0423% to county dispute resolution fund.

135.102: \$223 on filing any probate, guardianship, or mental health case. \$75 on any action other than an original action for a case. 6.7265% to county dispute resolution fund.

135.103: In addition to all other fees and court costs, a person shall pay a local consolidated filing fee of \$33 on filing of any civil case in a justice court. 15.1515% to county dispute resolution fund.

Donley County is the first county agreeing to enter into this Interlocal Agreement with the Panhandle Dispute Resolution Center to utilize funds allocated for dispute resolution services in accordance with Texas Local Government Code 135.

Dr. Bill Hallerberg moved to approve and authorize the Executive Director to execute the Interlocal Agreement with Donley County in relation to dispute resolution and the Texas Government Code 135. Dr. John Howard abstained from voting due to a conflict. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Mike Peters informed the board as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network must establish and accomplish certain goals and objectives. In order to check progress throughout the year, we are required to submit to CSEC a quarterly performance report that includes 9-1-1 call volumes, monitoring results, network outage reports, system testing, and the status of equipment replacement. The following items make up the key points of the FY22 Q4 performance report covering June, July and August.

- There were 27,702 9-1-1 calls received from the 21 regional call centers of which 15,921 being wireless or 57.47%, this number is skewed due to an error with our reporting system showing 7,078 calls with no class of service.
- Staff monitored seventeen Public Service Answering Points (PSAPs) with no findings.
- PSAP staff and PRPC staff performed 1,236 Network test calls.
- There were three outages during this quarter.
- The region received 1,760 text messages during this period, with the vast majority as test texts.

Mr. Winston Sauls moved to accept the performance report as submitted for the fourth quarter of FY 2022. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

## 7. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL**

Mr. Marin Rivas informed the board PRPC's current initial contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2022. The four- year contract, originally procured in 2021, is subject to renewal for an additional three years, given acceptable performance. Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first eleven months of this year. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

The fiscal monitoring review, conducted by an outside Certified Public Accountant, had no fiscal compliance issues and resulted in no major fiscal findings regarding Huxford Group's operations. The Fiscal Integrity Review states the workforce contractor is in compliance with the fiscal integrity requirements to administer workforce services. A Fiscal Risk Assessment on seventeen factors with the report indicates no "high risk" fiscal areas. Our local Program Monitoring Reviews for the past year, performed by Workforce Development staff, resulted in no significant program findings regarding Huxford's operations. The Workforce Development staff also completed the Program Risk Assessment indicating no "high risk" program areas. This proposed renewal's contracted amount for operations is estimated to be approximately \$3,260,000. Huxford Group would also be responsible for obligating the use of about \$15,000,000 in additional funds for client training, supportive services and child care, as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution.

The contract would be for the period of October 1, 2022 through September 30, 2023, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds. Consideration of this renewal was presented to both the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body in their August meetings, and both bodies approved motions to forward the recommendation to the PRPC Board of Directors, to authorize staff to proceed with the completion and execution of a renewed contract with Huxford Group, LLC to deliver workforce development and child care program services for another year.

Dr. Bill Hallerberg moved to recommend the Board of Directors authorize staff and the Executive Director to proceed with the completion and execution of a contract renewal with Huxford Group, LLC to deliver workforce development and child care program services, for a period of October 1, 2022 through September 30, 2023. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

## 8. **GROUNDWATER MANAGEMENT AREA #1 PROFESSIONAL SERVICES**

Mr. Jarian Fred informed the board in 2003, the legislature passed HB 1763 creating Groundwater Management Areas (GMA) throughout the state. The GMAs are comprised of members from each of the Groundwater Conservation Districts located

within the GMA boundaries. The GMA that serves most of the Texas Panhandle is the GMA#1. In 2007, the leadership of the GMA#1 recognized the need for more continuity in the process and a more efficient record keeping system. As a result of this desire PRPC staff developed a proposal for the service and presented it to the GMA #1 that evolved into the current contract. This relationship has proven to be mutually beneficial to both the GMA#1 and the PRPC over the past several years, so the GMA #1 has requested that the PRPC continue to offer the necessary administrative services for them.

The duties involved with providing the administrative services include agenda development and the required posting, mailing the agenda to the members of the GMA and interested parties, minute taking at the meetings and record keeping of all documents associated with the GMA #1. The terms of the contract provide for the compensation of \$65.00 per hour to the PRPC for the services provided to the GMA. The four individual groundwater conservation districts that make up the GMA #1 have agreed to each be invoiced for 25% of the cost of the service. In consideration of the nature of the planning cycle being a multi-year process, it has been requested that the administrative contract also be written as a multi-year contract to allow for more continuity. The term of this contract is for 60 months and is also written to allow for the contract to cover periods predating and postdating the contract period where services may be rendered outside the contract start and end dates.

Mayor Kerry Symons moved to recommend the Board of Directors to authorize the Executive Director to execute the Interlocal Cooperation Contract to provide administrative services for the GMA #1. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

9. **CONSULTING CITY MANAGEMENT SERVICES INTERLOCAL COOPERATION CONTRACT RENEWALS**

Ms. Paige Goodell informed the board the PRPC has been providing Consulting City Management services to the Village of Lake Tanglewood since January of 2000 and the Village of Timbercreek Canyon since 2001. The contracts for the cities are due to renew this fall. The services proposed for this contract renewal are as follows:

Consulting Management  
Services

1. Prepare Board Agendas and Information Packets including:
  - a. Briefing notes on agenda items
  - b. Research summaries on relevant issues
  - c. Back-up information to assist Board in evaluating agenda items
2. Attend Regular Board Meetings and Serve as Technical Support for Board, including practices, procedures, and recommendations (as appropriate)
3. Provide Status Reports of Board Activities at Regular Board Meetings
4. Prepare Village Budget and Present for Adoption
5. Perform Routine Administrative Tasks and Correspondence
6. On-Call Technical Assistance to Village Board and Staff
7. Research Services for Village Board
8. Assist City Secretary in completing general election requirements (as appropriate)

The proposed contract for the Village of Lake Tanglewood calls for a time commitment of 18 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,170.00 and a total contract cost of \$14,040.00. The proposed contract for the Village of Timbercreek Canyon calls for a time commitment of 22 hours per month at an hourly rate of \$65.00. This will produce a monthly cost of \$1,430.00 and a total contract cost of \$17,160.00.

Mayor Tobe Shields moved to recommend the PRPC Board of Directors authorize the Executive Director to execute an Interlocal Cooperation Contract with the Villages of Lake Tanglewood and Timbercreek Canyon. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE ELECTRONIC WARRANT SYSTEMS (PEWS) INTERLOCAL COOPERATIVE CONTRACT RENEWAL**

Ms. Lori Gunn informed the board in 2014, the Amarillo Police Department picked up on the potential that e-signatures could have in the warrant execution process. In 2015 after getting interest from other law enforcement agencies and seeing the potential use this system could have in other parts of the region, the City of Amarillo approached the PRPC about taking over the management of the system. A considerable amount of groundwork had already been laid to allow for that transition and Gary Pitner, PRPC's Executive Director at the time, agreed to have PRPC accept the responsibility of maintaining the system. At that point, the program became the Panhandle Electronic Warrant System or PEWS.

In addition to APD creating the foundation for PEWS, one of our Municipal Judges had also organized an afterhours and weekend Judges rotational call list. She obtained an Administrative Judge's order granting Randall County Judges the authority to sign Potter County warrants and vice versa for the Potter County Judges. This was the first time that all of the Judges in the 2-county area agreed to be available after hours.

That rotational list is now updated monthly; with the list provided to the local dispatch office. The Potter County DA's Office has also been extremely instrumental in providing the legal expertise needed to word the affidavit and warrant templates.

Today, there are over 40 different PEWS templates available for a variety of search warrant purposes; from a Search & Arrest Warrant to a Search Warrant with Curtilage and everything in between. As the need for additional warrant forms arises, the DA's Office has agreed to continue to craft the language needed for those new forms.

In addition to officers using PEWS for warrants or their return and inventories, the Randall County District Attorney's Office uses PEWS for complaints. The way this system works; Officers and Assistant District Attorneys first have to be authorized by their supervisors and trained on the process. Once an officer has been granted system access they will find a variety of fillable templates, which can be used to provide the particulars on the affidavit. The officer will then call local dispatch to determine which Judge is on call. The affidavit and warrant are then emailed to the Judge; that email also contains the phone number of the requesting officer. The Judge will review the facts and if he/she believes the request is justified, the Judge will then call the officer to swear him/her in over the phone. Once the officer has attested to the warrant, the Judge will then electronically sign the document at which point it is emailed back to the officer, who will then execute the warrant. A validation certificate is created for each document produced; generating a complete, recorded history of every step in the warrant transaction, which can later be used in court. This process can be done from any type of internet-enabled computer or mobile device, including cell phones. Because of PEWS, officers are now able to get warrants executed in a shorter time frame.

Currently PEWS is operational at Amarillo Police Department, Amarillo College Police Department, Canyon Police Department, Dumas Police Department, DPS in Potter and Randall Counties, Potter County Sheriff's Office, Randall County Sheriff's Office, Randall County District Attorney's Office, and West Texas A&M University Police Department. If this agenda item is approved, PRPC staff will send out renewal interlocal agreements to all of the current PEWS users mentioned for use during FY23.

Judge Nancy Tanner moved to recommend the PRPC Board of Directors authorize the Executive Director to execute the Interlocal Agreement with the PEWS users within the region. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**11. FY2022 STATE HOMELAND SECURITY GRANT PROGRAMS AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) EQUIPMENT & LICENSE TRANSFER APPROVALS**

Ms. Lori Gunn informed the board AFIS is a law enforcement tool used to match fingerprints to people. It automates the otherwise time-intensive task of manually processing fingerprints taken from crime suspects or crime scenes. It is a powerful and effective investigative tool capable of quickly sifting through large fingerprint databases to produce a relevant candidate list of potential matches. In 2006, the Panhandle implemented its first regional AFIS program.

That project resulted in the creation of a regional fingerprint database; built specifically to house prints taken from individuals who'd been arrested in the Panhandle or lifted from crime scenes in the region. Additionally, all 26 County Sheriff's Offices received an AFIS workstation. By 2015, the original AFIS workstations had grown obsolete and had to be replaced; once again using SHSP funding to cover the cost. However, with this second iteration of the regional AFIS program, only those agencies that had or planned to have a trained fingerprint examiner on staff received a new workstation. In turn, agencies receiving new workstations committed to helping their neighboring agencies that did not. In 2022, the region applied for and received State Homeland Security Program (SHSP) grant funding to update the AFIS equipment as well as add facial recognition software that like fingerprints has the ability to search on whorls and ridgelines to dramatically enhance the value of AFIS. With this new generation of software, fingerprint examiners will be able to process multiple complex biometric transactions with high accuracy and link face recognition to fingerprints. Every jail in the region has a Live Scan device that's used to collect prints and photographs from arrestees at the time they're being booked. Those prints are then submitted to the State's fingerprint database maintained by DPS. Simultaneously, they're being deposited into the regional AFIS database housed at the City of Amarillo.

The benefit of using a dual submit process for fingerprint entry is that it's much faster to search for a match on the regional database than it is to search the DPS database. AFIS has the ability to do both but while the regional database holds around 450,000 sets of prints; the DPS database houses many million more. There's a pretty good chance that when latent prints are found on a Panhandle crime scene that someone from the region committed the crime. And, if it wasn't their first offense, odds are, their prints are already in the regional database. The workstations are essentially where the comparison and matching of fingerprints occur. A trained fingerprint examiner will scan a set of prints found at a crime scene or taken from a suspect and the AFIS software will then sort through the regional database and bring up a candidate list of prints that come closest to matching the examiner's set. The examiner must then determine if the crime scene/suspect's prints are among those on the candidate list. If not, the examiner can then extend the search into the DPS database.

With the upgraded software being installed with the PRPC's FY22 AFIS Upgrade project, the workstations can now match pictures (from security cameras, etc.) against arrestee photos stored in the databases. With regard to the first purpose of this item, SPEX Forensics, located in Edison, NJ, is the sole proprietor of the PrintQuest AFIS system on which the regional AFIS database and the AFIS workstations rely. We've been working with SPEX since the initial installation of the region's AFIS system in 2005.

That year, the PRPC went through an extensive procurement process to determine which make/model of AFIS would best serve the region's needs. The SPEX equipment was deemed to be the "lowest/best" of all the equipment proposed and evaluated. SPEX equipment was used to create the 26-county AFIS system and it's also being used to support the operation of the regional database.

So, from point-to-point, the entire regional system has been built on SPEX equipment. In our FY22 AFIS Update SHSP grant applications, PRPC staff proposed to buy the software and licenses from SPEX and to purchase the equipment off the Department of Information Resources (DIR) State contract. In order to complete the projects; PRPC will need to transfer the equipment & licenses shown on the tables below:

<b>SPEX Software/Licensing Upgrades</b>	<b>No. Needed</b>
AFIS On-site Installation, data transfer	1
<i>For Server:</i> Face Recognition Option	1
<i>For Server:</i> 12 Months Software Maintenance and Support	1
<i>For Server:</i> AFIS Software License Upgrade	1
<i>For Workstation:</i> AFIS Software License Upgrade	5
<i>For Workstation:</i> 12 Months Software Maintenance and Support	5
<i>For Workstation:</i> Face Recognition Option	5
<b>Software/Licensing Upgrades Costs:</b>	<b>\$114,845.00</b>

<b>DIR Equipment Needed</b>	<b>No. Needed</b>
<i>For Server:</i> PowerEdge R740XD Server	1
<i>For Server:</i> Controller	1
<i>For Workstation:</i> Precision 3240 Compact Desktop	5
<i>For Workstation:</i> Epson Perfection 850 Pro Scanner	5
<b>Equipment Costs:</b>	<b>\$33,987.00</b>

Mr. Pat Sims moved to recommend the PRPC Board of Directors to authorize the Executive Director to transfer title and ownership of the AFIS equipment listed above, purchased by the PRPC with State Homeland Security Program funding, over to the jurisdictions who govern the agencies now housing and using that equipment. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

14. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FY2023 GRANT PROGRAM OPERATING PROCEDURES APPROVAL**

Ms. Lori Gunn informed the board The Panhandle Regional Emergency Management Advisory Committee (PREMAC) is obliged to annually review its operating procedures to determine if any changes should be made for the coming year.

This is a requirement of the PRPC's interlocal agreement with the Homeland Security Grants Division of the Governor's Office and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the State Homeland Security Program (SHSP) funds allocated to the region in the year to come.

The PREMAC met earlier this month and during that meeting, reviewed the procedures that had been used last year. Having considered the FY22 document, the PREMAC decided that no changes needed to be made. If the recommendation below is approved, the primary principles that will continue guiding the PREMAC in developing its annual SHSP funding recommendations to the Board will be:

- The PREMAC goes through an annual program year planning process for a reason and therefore; SHSP-funded activities must address a high priority need identified in the region's current year Implementation Plan.
- These are regional funds so each SHSP investment must result in a demonstrative benefit to the region.

- The sustainment of productive regional programs and the support of existing response teams that serve the entire region will be given greater consideration in the project prioritization process.
- The PREMAC doesn't believe disconnected projects will randomly knit themselves together to form a whole greater than its parts. So, projects that don't provide a direct connection to an identified need or that don't provide an obvious benefit to the region will be given lower consideration in the prioritization process.

Former Mayor Ricky White moved to recommend the PRPC Board of Directors accept the recommendation of the PREMAC and approve the committee's FY23 Operating Procedures. Judge Wayne Nance seconded the motion; the motion carried by unanimous vote.

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

Mr. Dustin Meyer reminded the board of the Annual Meeting that evening starting at 6:00 p.m. He announced the next board meeting for the holidays would be on December 8, 2022 at the AmTech Career Academy, Amarillo, Tx. A thank you note was received from Mr. Steve Walthour on the resolution of support from the board. A general membership meeting will meet after the board meeting.

**16. 2022 MEMBERSHIP MEETING**

The PRPC's 2022 General Membership meeting convened at 4:48 p.m.

**17. ELECTION OF 2022-2023 PANHANDLE REGIONAL PLANNING COMMISSION BOARD OFFICERS**

Mr. Dustin Meyer reported that the nominating committees are recommending the following slate of officers for 2022-2023.

- Mayor Tobe Shields – Chair
- Sheriff Sal Rivera – Vice Chair
- Judge Nancy Tanner – Secretary/Treasurer
- Judge Dan Looten – Executive Committee
- Commissioner Pat Sims – Executive Committee

Judge John Howard moved to accept the slate of officers as presented. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:07 p.m.



Mayor Tobe Shields, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



Judge Nancy Tanner, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Director