

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING

Minutes

October 27, 2022

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, October 27, 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 PRPC Board Room, 415 SW 8th, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Citizen Representative, 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 Hallerberg, Canadian River Municipal Water Authority
- Dr. John Howard, Donley County Judge
- Harold Keeter, Swisher County Judge
- Kimberly Jones, Childress County Judge
- Greg Lewellen, Mayor, City of Friona
- Dan Looten, Carson County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Karen Price, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Winston P. Sauls, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Pat Sims, Commissioner, City of Dumas
- Nancy Tanner, Potter County Judge
- Yolanda Robledo, Alderwoman, City of Bovina

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- John James, Judge, Collingsworth County
- Wayne Nance, Judge, Briscoe County
- Ginger Nelson, Mayor, City of Amarillo
- Oscar Ostos, Citizen Representative, Amarillo
- Kerry Symons, Mayor, City of Perryton

STAFF PRESENT: Mr. Trent Taylor, Director of Finance; Mr. Alex Guerrero, Local Government Services Director; Mr. Mike Peters, 9-1-1 Network Director; Mandi Jones, 9-1-1 Program Specialist; 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. Julie Arvello, Receptionist; Mr. Dustin Meyer, Executive Director

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

1. CALL TO ORDER

Mr. Tobe Shields called the meeting to order at 1:32 p.m. and noted that a quorum was present.

2. INVOCATION

Judge Don Allred gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Mr. Sal Rivera moved to accept the minutes from September 22, 2022. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

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

6. PRPC INVESTMENT FUND QUARTERLY REPORT

Mr. Trent Taylor informed the board 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 was prepared in compliance with generally accepted accounting principles, of PRPC's portfolio from July 1, 2022 through September 30, 2022.

	Balance@	Balance@
	<u>09/30/22</u>	<u>09/30/22</u>
PRPC's Money Market Fund	\$ 2,368,891	\$ 2,379,016
9-1-1's Money Market Fund	<u>65,696</u>	<u>341,358</u>
Total All Funds	<u>\$ 2,434,587</u>	<u>\$ 2,720,374</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund earned an average annual yield of 1.68% for the quarter. The 9-1-1 fund earned an average annual yield of 1.84% for the quarter. The book value and the market value were the same for each fund listed above. The investment portfolio was in compliance

with the Public Funds Investment Act and PRPC Public Funds Investment Policies throughout the quarter.

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Dr. John Howard asked if there were other options for investing these funds as interest rates are changing such as T Bills. There was a discussion regarding other options to get higher interest rates. Mr. Taylor indicated that we would research other federally insured options and bring a proposal to the Board of Directors for future discussion and possible action.

The staff recommends the Board of Directors accept this report as submitted. Judge Don Allred moved to accept the report. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

7. PANHANDLE AREA STATE LEGISLATIVE DELEGATION BOARD MEMBER APPOINTMENT

Mr. Dustin Meyer informed the board the PRPC Bylaws call for the Planning Commission to offer a seat on the Board to a member of the Texas Legislature who represents a district located in whole or in part within the boundaries of the PRPC's service region. State District 87 Representative Walter "Four" Price of Amarillo has been serving on the board in this capacity since January 2012. Representative Price has indicated his interest in and willingness to continue to serve on the PRPC Board.

Judge Christy Dyer moved to re-appoint State District 87 Representative Walter "Four" Price to a two-year term on the PRPC Board of Directors. Judge Don Allred seconded; the motion carried by unanimous vote.

8. MINORITY CITIZEN REPRESENTATIVE BOARD MEMBER ELECTIONS

Mr. Dustin Meyer informed the board the PRPC Bylaws call for representation of minority citizens on the Board of Directors. These designated minority seats are filled through a direct election process. The seats held by Mr. Cleo Castro of Cactus, for PSA-1 (Dallam, Hartley, Moore, Oldham and Sherman Counties); Mr. Winston Sauls of Borger, for PSA-2 (Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree and Roberts Counties); and Ms. Karen Price of Pampa, for PSA-5 (Childress, Collingsworth, Donley, Gray, Hall and Wheeler Counties) have expired. In order to elect a representative from each of these areas, the Board of Directors needs to consider calling a meeting of minority citizens from their respective Planning and Service Areas.

Staff recommends that the Board of Directors call the following meetings of minority citizens in order to elect a representative to serve on the PRPC Board of Directors:

- PSA 1: Thursday, November 17th at 5:05 p.m. at Cactus City Hall
- PSA 2: Tuesday, November 15th at 5:05 p.m. at Borger City Hall
- PSA 5: Wednesday, November 16th at 5:05 at Pampa City Hall

Judge Dan Looten moved to approve the meeting dates and times to elect a representative to serve on the PRPC Board of Directors. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

9. SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENT

Mr. Dustin Meyer informed the board The PRPC Bylaws call for two-member special district officials to serve on the PRPC Board of Directors. Dr. Bill Hallerberg of Amarillo represents the Canadian River Municipal Water Authority and has held one of those two special district seats for 8 years. Phillip Self of Childress who represents the Greenbelt Municipal and Industrial Water Authority, holds the second special district position. The term of Dr. Bill Hallerberg is expiring. Staff has visited with Dr. Hallerberg, and he has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

PRPC staff recommends that the Board of Directors re-appoint Dr. Bill Hallerberg to a three-year term on the PRPC Board as a Special District Representative. Judge

Nancy Tanner moved to re-appoint Dr. Hallerberg as Special District Representative. Mr. Walter "Four" Price seconded the motion; the motion carried by unanimous vote.

10. RESOLUTION OF SUPPORT FOR NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT PURSUIT OF FEDERAL ASSISTANCE TO FUND STUDIES FOR IMPROVEMENT OF WATER RESOURCES AVAILABLE TO THE HIGH PLAINS REGION

Mr. Dustin Meyer informed the board Regional Councils of Government are created under Chapter 391 of the Texas Local Government Code. The purpose of Regional Councils is 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. In August, Mr. Steve Walthour, General Manager, North Plains Ground Water Conservation District, presented to this body the High Plains Water Resource Resiliency project and his efforts to seek regional support to explore alternative methods to address water supply in the Texas Panhandle and throughout the High Plains region. This agenda item will allow the PRPC Board of Directors an opportunity to support Mr. Walthour's efforts to build support and encourage 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.

Mr. Walter "Four" Price moved to approve issuing a resolution of support for North Plains Groundwater Conservation District's pursuit of federal legislation to improve the water resources available to the Texas Panhandle Region. Mr. Sal Rivera seconded the motion; the motion carried by unanimous vote.

11. PANHANDLE REGIONAL 9-1-1 NETWORK MAINTENANCE SERVICES CONTRACT

Mr. Mike Peters informed the board that since 2009, the Panhandle Regional Planning Commission has maintained contract services for software support, telephone support and antivirus updates from Intrado Life & Safety Solutions Corporation. The existing contract expires on 10-31-2022. The proposed contract would be for two years, beginning 11-1-2022 and expiring 10-31-2024 and is attached for your review. This pricing proposal is \$110,069 annually through a procurement contract with HGAC Buy. If we choose to maintain this support contract, it allows newer software versions at no additional cost. Typically, the best benefit of this service is to correct any software issues that may develop and to future-proof the technology. This contract also provides a 24x7-support hotline to remedy any issues that staff or the local technicians cannot immediately solve. The help desk has the ability to troubleshoot, at a much higher level, with access to system engineers and software developers. Lastly, the maintenance contract provides mailed antivirus updates for all computers and servers, as the 9-1-1 network is restricted from the internet.

PRPC staff recommends the Board of Directors authorize the Executive Director to enter into a contract for maintenance renewal with Intrado Life & Safety Solutions Corporation for two years. Judge John Howard moved to authorize the contract. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

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

Mr. Trent Taylor informed the board 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.

Several counties are currently in various stages of adopting the Interlocal Agreement with the Panhandle Dispute Resolution Center to utilize funds allocated for dispute resolution services in accordance with Texas Local Government Code 135. Counties that have passed or are considering this agreement include: Carson, Castro, Hall, Hemphill, Lipscomb, Moore, Oldham, Sherman and Swisher Counties.

PRPC staff recommends that the Board of Directors approve the Interlocal Agreement with the above referenced counties in relation to dispute resolution and Texas Government Code 135. Judge John Howard moved to authorize the Executive Director to execute Interlocal Agreements with above referenced counties. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

13. ACCEPTANCE OF COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUNDS (CEDAF) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE

Mr. Alex Guerrero informed the board since 2004, the PRPC has contracted with the Texas Department of Agriculture (TDA) which is responsible for the Texas Community Development Program Block Grant (TxCDBG) Program to receive Community and Economic Development Assistance Fund (CEDAF) funds. These funds are used by the PRPC to provide general assistance to non-entitlement cities and counties in our region regarding the Texas Community Development Program. TDA has made available \$14,621 in CEDAF funds for the upcoming fiscal year. With the elimination of the Regional Review Committees (RRC) and the restructuring of the CDBG programs in the past few years, CEDAF funding has significantly increased. In the previous fiscal year, this funding amount has remained the same and contains the proposed scope of work of general and technical assistance; attending/hosting TDA workshops; conducting one fair housing event; Section 3 outreach and distribution of program information on behalf of TDA. These funds will not be used for project specific items or related to a proposed application. The correspondence relating to this funding contract was received on September 29, 2022 and required immediate response. As such, the Executive Director provided TDA a preliminary indication of acceptance for CEDAF funding with the understanding that it can be withdrawn at the discretion of the Board of Directors and a funding contract has not been executed at this time.

PRPC staff recommends that the Board of Directors authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY22/23 Community and Economic Development Assistance Fund Contract.

Mayor Buster Davis moved to authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY 22/23 Community and Economic Development Assistance Fund Contract. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

14. PROFESSIONAL RECRUITMENT SERVICES INTERLOCAL CONTRACT: CITY OF WHEELER-CITY SECRETARY

Mr. Alex Guerrero informed the board in recent years, PRPC Staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services, city manager searches, and 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 the City of Wheeler related to conducting a professional search for a City Secretary. The City of Wheeler has inquired about PRPC's services and requested a proposal regarding the process to identify qualified applicants for a City Secretary position. After this agenda item was created, the City of Wheeler has decided to select a local applicant and informed us that they did not currently need our assistance.

PRPC staff at this time has recommended no action be taken on this Interlocal Contract with the City of Wheeler since the Professional Recruitment Services were not needed. No services are to be rendered on this agenda item.

15. FY23 PANHANDLE CRIMINAL JUSTICE ADVISORY COMMITTEE BYLAWS APPROVAL

Ms. Daphne Morcom informed the board each year the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors. The Criminal Justice Division requires each region to develop and maintain Operating Procedures which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year the CJAC reviews its Operating Procedures for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures must be approved by the PRPC Board of Directors. The CJAC met on October 24th about the proposed changes to the FY 2023 for PY 2024 Operating Procedures. The CJAC reviewed the attached draft bylaws at the meeting and recommended the final draft to be presented at the BOD meeting.

The Operating Procedures are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The Operating Procedures will be placed on the criminal justice page of the PRPC website and reviewed with eligible grantees during application workshops.

PRPC staff recommends the Board of Directors approve the Regional Criminal Justice Advisory Committee Operating Procedures for use in the FY 2023 grant year. Judge Ronnie Gordon moved to approve the procedures. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

16. REGIONAL CRIMINAL JUSTICE ASSISTANCE GAP TRAINING CONTRACT WITH AMARILLO COLLEGE

Ms. Daphne Morcom informed the board earlier this year, the PRPC applied for and is currently awaiting funding under the FY23 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide training in the Panhandle. The project, which was developed in discussion with the region's stakeholders to identify the gaps that our region faces. The top three (3) gaps found were mental health, substance abuse, and sexual assault. The goal of the project is to improve the way in which stakeholder agencies/organizations work together to address the issues of domestic violence, substance abuse and mental health in the region's criminal justice system. This training, which will be provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 911 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system. It's anticipated there will be a high level of interest in the training being provided under this contract and that each of the three courses delivered by Amarillo College will be well-attended.

PRPC staff recommends that the PRPC Board of Directors authorize the PRPC Executive Director to execute the attached contract with Amarillo College for the delivery of Specialized Gap Training and Education services. Mr. Sal Rivera moved to authorize the Executive Director to execute the contract with Amarillo College. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

17. 2022 TEXAS HOMELAND SECURITY REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW

Ms. Lori Gunn informed the board annually, every Council of Governments in Texas must fulfill several planning requirements in order to maintain their region's eligibility to receive State Homeland Security Program grant funding in the coming year. All told, three plans have to be updated each year; they are:

1. Threat & Hazard Identification Risk Assessment (THIRA);
2. Stakeholder Preparedness Review (SPR); and
3. Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan

This agenda item only addresses the first two of these plans. The third plan will be presented to you at your December Board Meeting.

These plans are all developed in sequence under the direction of the PREMAC. The THIRA is used to test the region's preparedness capabilities against worst-case scenarios that could plausibly occur in the Panhandle. This year's THIRA scenarios included:

1. A large tornado that decimated Clarendon;
2. A massive wildfire that burned through Potter County north of Amarillo;
3. A winter storm that impacted the western half of the Panhandle;
4. A pandemic that shut down business and activities in Potter and Randall Counties;
5. An active shooter incident that occurred in downtown Amarillo; and
6. The derailment of a train carrying hazardous materials just outside of Canyon.

An evaluation was done to assess the region's current ability to cope with these type situations within the context of the core capabilities comprising FEMA's National Preparedness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the five mission areas—Prevention, Protection, Mitigation, Response and Recovery. Based on the 6 scenarios, the PREMAC established a Panhandle-relevant target for each of these 32 capabilities which they felt could be achieved within the next 3-5 years. For example, for the core capability of "*Public Information and Warning*" the following target was established.

Within 10-minutes notice of an incident, deliver reliable and actionable information to 300,000 people affected, including 65,030 people with access and functional needs (affected) and 45,000 people with limited English proficiency affected.

The PREMAC identified a reasonable target for each of these 32 core capabilities. The importance of these 32 elements is that FEMA considers having an appropriate mastery of all these capabilities as being essential to addressing the most critical risks to our nation and to our region. The primary purpose of the THIRA is met with the development of these regionally-relevant core capability statements.

In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA. The difference between the target statements (which are basically goal statements) and the current capabilities exposed gaps that will have to be filled before those targets can be fully met. So, the SPR is used to identify the region's gaps by core capability and they appear in the plan shown below. This example is for the core capability of Screening, Search, and Detection.

The SPR gap information is now being used to inform the development of the final plan the region must complete to be eligible for FY23 SHSP funding – the THSSP Regional

Implementation Plan. That document, which will be presented to you in December, will identify priority areas for FY23 funding based on the findings of the THIRA and the SPR. The PREMAC met on October 25 to review and consider the final drafts of the THIRA and SPR. The committee approved both documents with recommendation provided below.

The PREMAC recommends the Board of Directors approve the Panhandle regions 2022 Threat and Hazard Identification Risk Assessment and Stakeholders Preparedness Review and authorize the submission of these documents to the Office of Governor; Homeland Security Grants Division by November 30, 2022. Judge Dan Looten moved to approve and authorize the submission of these documents to the Office of Governor; Homeland Security Grants Division. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

18. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Comments from the Executive Director.
- B. PRPC Board Member execution of 2022-2023 membership dues solicitation letters.
- C. Announcement of the appointment of the Planning Commission's 2022 – 2023 Audit Committee by Chairman Shields.
- D. Announcement of the designation of a voting delegate and two alternate voting delegates to the Texas Association of Regional Councils Board of Directors by Chairman Shields.
- E. Discussion of regular meeting dates and times for the 2022 – 2023 Planning Commission Board of Directors.
- F. Report on the following recent Planning Commission sponsored regional meetings:
 - 9/22/2022 – Destination Medicare
 - 9/27/2022 – Joint Interregional Agriculture Committee Meeting
 - 10/12/2022 – Texas Revenue Recovery Association Meeting
- G. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
 - 11/1/2022 – Region-A Panhandle Water Planning Group Sub-Agriculture Committee meeting
 - 11/1/2022 – Region-A Panhandle Water Planning Group Full Committee
 - 11/11/2022 – Panhandle Regional 9-1-1 Network Advisory Committee
 - 11/16/2022 – Texas Panhandle Inspectors Association Meeting
 - 11/17/2022 – Economic Development Advisory Committee Meeting
 - 12/7/2022 – Panhandle Workforce Development Board meeting
 - 12/8/2022 – Panhandle Workforce Development Board Consortium Governing Body Meeting

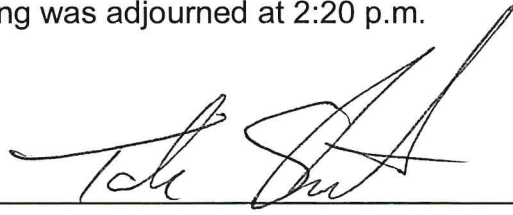
19. CLOSED SESSION-PERSONNEL MATTERS

20. RECONVENE PUBLIC SESSION

Consider action, if any, regarding performance and employment of Executive Director

21. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:20 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