

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING

Minutes

January 25, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, January 25, 2024. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, attended the meeting at 415 S.W. 8th, Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. John Howard, Donley County Judge
- Dan Sams, Mayor, City of Wheeler
- Winston Sauls, Citizen Representative, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Cleo Castro, Citizen Representative, City of Cactus
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Shawn Ballew, Oldham County Judge
- Pat Sims, Commissioner, City of Dumas
- Cole Stanley, Mayor, City of Amarillo
- Kimberly Jones, Childress County Judge
- Oscar Ostos, Citizen Representative, Amarillo
- Nancy Tanner, Potter County Judge
- Juan Cantu, Lipscomb County Commissioner
- Rank Cogdell, Briscoe County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Walter "Four" Price, Texas State Representative, District 87
- Dan Looten, Carson County Judge

MEMBERS ABSENT:

- Karen Price, Citizen Representative, Pampa
- Kerry Symons, Mayor, City of Perryton
- Harold Keeter, Swisher County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Ronnie Gordon, Hartley County Judge
- Greg Lewellen, Mayor, City of Friona

STAFF PRESENT: Mr. Michael Peters, Executive Director; Ms. Lori Gunn, Regional Services Director; Mr. Max Seymour, Local Government Services Program Specialist; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Debbie King, Area Agency on Aging Director; Ms. Khasi Campos, Regional 9.1.1. Network Administrative Assistant; Mr. John Schaumburg, Regional 9.1.1. Network Director; Ms. Cristy Henderson, Finance Department Accounting Manager; Ms. Abby Sanders, Local Government Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Jourdan Foran, Local Government Services Program Specialist; Mr. Craig Whiteside, Local Government Services Program Specialist; Mr. Alex Guerrero, Local Government Services Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

	Balance@ <u>09/30/2023</u>	Balance@ <u>11/30/2023</u>	Balance@ <u>12/31/2023</u>
PRPC's Money Market Fund	\$2,554,984	\$3,340,265	\$4,103,637
9-1-1's Money Market Fund	\$57	\$57	\$57
Total MMIA Funds	<u>\$2,555,041</u>	<u>\$2,555,041</u>	<u>\$4,103,694</u>
CDARS CD	Duration	Return	
12/28/2023 – 06/27/24	26 Weeks	4.85%	\$500,000
Total Invested Funds-			<u>\$4,603,694</u>

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Ms. Jennifer Foster, District Director for Senator Charles Perry

1. CALL TO ORDER

Sheriff Sal Rivera called the meeting to order at 1:30 p.m. and noted that a quorum was present.

2. INVOCATION

Mr. Winston Sauls gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Judge Dan Looten moved to accept the minutes from the Board of Directors meeting held on December 7, 2023. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

5. VOUCHERS

Mr. Winston Sauls moved to approve the vouchers for the months of November and December 2023. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. PRPC INVESTMENT FUND MONTHLY REPORT

Ms. Cristy Henderson 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 April 27, 2023 for funds under our control. The following was submitted for approval.

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of August was 5.12%. The 9-1-1 fund earned an average annual yield of 0.00%. The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

Judge Rank Cogdell moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

7. CHILD CARE PROVIDER CURRICULUM SUBSCRIPTION AND PROFESSIONAL DEVELOPMENT MEMBERSHIP

Mr. Marin Rivas informed the Board of Directors the PWDB, with PRPC, are looking to extend the Creative Curriculum Cloud for the centers that received curriculum kits in FY23. The Cloud subscription offers easy to use, smart planning and teaching tools, the ability to customize the curriculum for your classroom, video modeling for effective implementation, and helps develop and inspire a transformative family partnership. The PWDB, with PRPC, is also looking to purchase Teaching Strategies Professional Development for Early Childhood Educators online memberships. This membership allows teachers the power of a professional learning community with the

flexibility of anywhere, anytime learning in a variety of formats, with a focus on real classroom application.

On August 27, 2020, PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity created by the Texas Legislature, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing governmental functions on behalf of the parties to the interlocal agreement. The total cost for this project is \$40,871.25 and funds for this purchase would come from existing Workforce Development Child Care Quality funds.

Dr. Bill Hallerberg moved for the Board of Directors to authorize the Executive Director to purchase the Child Care Cloud subscription and Professional Development membership as described above from Teaching Strategies, LLC, for the amount of \$40,871.25, with grant funds from the TWC Workforce Development Child Care Quality grant. Representative Walter 'Four' Price seconded the motion; the motion carried by unanimous vote.

8. **PANHANDLE REGIONAL 9-1-1 FY2024 1ST QUARTER PERFORMANCE REPORT**

Mr. John Schaumburg informed the Board of Directors that, 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 FY24 Q1 performance report covering September, October, and November.

- There were 25,421 9-1-1 calls received from the 21 regional call centers of with 19,986 being wireless (78.6 percent).
- Staff monitored Public Service Answering Points (PSAPs) twelve times with no findings.
- PSAP staff and PRPC staff performed 1,547 Network test calls.
- There was one outage during this quarter.
- The region received 1,459 text messages during this period, with the vast majority as test texts.
- Replaced all of the region's 9-1-1 recorders and six sites' uninterruptable power supply (UPS) batteries.

Mayor Dan Sams moved for the PRPC Board of Directors to accept the performance report as submitted for the first quarter of FY24 covering September, October, and November. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

9. **PANHANDLE REGIONAL 9-1-1 NETWORK TEXT SERVICES CONTRACT RENEWAL WITH INTRADO LIFE & SAFETY SOLUTIONS CORPORATION**

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network is currently engaged in a contract with Intrado Life & Safety Solutions Corporation (Intrado) to deliver Message Session Relay Protocol (MSRP) text-to-9-1-1 functionality for the regional Public Safety Answering Points (PSAPs). Since the inception of text-to-9-1-1 in the region in 2017, Intrado has provided reliable text delivery. The current contract with Intrado is set to expire on February 9th, 2024. The renewal cost, as set by the HGAC Buy (#EC07-23), and shown on the attached quote, is set at \$34,650.00 annually, with \$69,300.00 for the two-year life of the contract beginning February 10th, 2024 and ending February 9th, 2026.

Dr. John Howard moved for the PRPC Board of Directors to authorize the Executive Director to execute a contract renewal with Intrado Life & Safety Solutions Corporation for text-to-9-1-1 delivery. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION (PROMPT) ADVISORY COMMITTEE APPOINTMENTS**

Ms. Abby Sanders informed the Board of Directors that on January 26, 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Since 2006, TxDOT has funded the development of four (4) five-year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. In recent years, several members have left their positions, cycled off of the PROMPT Committee, or have otherwise left the group. The PROMPT by-laws state that the members of the advisory group be appointed by the PRPC Board of Directors.

Mr. Pat Sims moved for the Board of Directors to approve the membership slate with member terms beginning in 2024 and ending in 2026. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

11. **REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE (RSWMAC) BYLAWS APPROVAL FOR FY 2024/2025**

Ms. Daphne Morcom informed the Board of Directors that the Texas Commission on Environmental Quality contracts with the PRPC each biennium to administer the Regional Solid Waste Implementation Grants Projects. Regional Solid Waste Management Advisory Committee (RSWMAC) under the direction of the PRPC Board of Directors oversee the activities of the program. At the beginning of each biennium, the RSWMAC meets to approve the bylaws for the biennium, which clearly identify the process by which the Solid Waste Implementation Projects will operate under the direction and oversight of the RSWMAC. At the beginning of each year, the RSWMAC reviews the bylaws for effectiveness and to lay out the ground rules for the coming year. The RSWMAC met on November 30th to approve the FY 2024/2025 bylaws

Mayor Buster Davis moved for the PRPC Board of Directors to approve the FY24/25 Solid Waste Advisory Committee bylaws. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

12. **REGIONAL RECYCLABLE MATERIAL MARKETING PANHANDLE ENVIRONMENTAL PARTNERSHIP (PEP) CONTRACT RENEWALS**

Ms. Daphne Morcom informed the Board of Directors that the PRPC's Panhandle Environmental Partnership (PEP) works with member cities to facilitate transportation and marketing of recyclable materials. By doing so, member cities are able to spend as little staff time and energy as possible on recycling and more time on other necessary duties. The relationship between the PEP and Keep Texas Recycling (KTR) has proven to work well to assist rural communities in successful recycling. The PEP currently has 18 member cities with full-functioning recycle centers. OCC (Old Corrugated Cardboard) is the most recycled commodity in the region, followed by newspaper, SOW (Sorted Office Waste), plastics and other papers. It is time to renew the agreement with the KTR to continue services to the PRPC and its PEP member cities.

Mr. Juan Cantu moved for the Board of Directors to approve the renewal of the KTR Agreement by the Executive Director. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

13. **SPECIALIZED CRIMINAL JUSTICE GAP TRAINING PROJECT RESOLUTION**

Ms. Daphne Morcom informed the Board of Directors that each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

On December 11, 2023 the Funding Announcement for these funding blocks was sent to all eligible entities. During our January strategic planning meetings, PRPC is consistently told that more cross-training for all stakeholders in the criminal justice system would be beneficial. Some issues have continued to plague the region and continue to come up at strategic planning meetings and in surveys. Those gaps include

substance abuse, domestic violence and mental health. PRPC staff is proposing to address the training needs through the Specialized Criminal Justice Gap Training Project. This project would orchestrate regional training for professionals involved in law enforcement, courts, prosecution, Judges, dispatchers and victim service agencies. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the regional training event. Amarillo College will secure professional trainers to address the training needs the region has.

Dr. Bill Hallerberg moved that the PRPC Board of Directors authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Specialized Criminal Justice Gap Training Project. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

14. **PANHANDLE ELECTRONIC WARRANT SYSTEM (PEWS) INTERLOCAL COOPERATIVE CONTRACTS**

Ms. Daphne Morcom informed the Board of Directors that the Chief of Police in Cactus and the Sheriff of Moore County have expressed interest in building PEWS into Moore County after seeing the Dumas Police Department begin to utilize the system. The process of the PEWS system is that users must first be authorized by their supervising officers in order to access the system. 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 filled out and 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 warranted, the Judge will then call the officer and swear him/her in over the phone. Once the officer has attested to the warrant, the Judge will then electronically sign the document and email it 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.

Judge Christy Dyer moved for the PRPC Board of Directors to authorize the PRPC 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.

15. **FY24 STATE HOMELAND SECURITY PROGRAM APPLICATION RESOLUTIONS**

Ms. Lori Gunn informed the Board of Directors that the FY24 State Homeland Security Program (SHSP) grant application period opened on December 11, 2023. The purpose of this grant program is to support local and regional efforts to prevent terrorism and other catastrophic events and to prepare for threats and hazards that pose the greatest risk to public safety. The SHSP plays a significant role in the implementation of the National Preparedness System by providing funding which can be used to build, sustain and deliver core capabilities critical to achieving the National Preparedness Goal of having a secure and resilient Nation. For FY24, in addition to ensuring that at least 30% of the funding received by the region is spent on Law Enforcement Terrorism Prevention Activities (LETPA); PRPC also has to ensure that at least 3% of the region's FY24 allocation is spent on the first three of the National Priority areas.

- 1) Enhancing Community Preparedness & Resilience (at least 3%);
- 2) Protection of Soft Target/Crowded Places (at least 3%);
- 3) Intelligence and Information Sharing & Analysis (at least 3%);
- 4) Combating Domestic Violent Extremism (3% under competitive area);
- 5) Enhancing Election Security (3% under competitive area); and
- 6) Enhancing Cybersecurity (apply under SLCGP).

Over the last three (3) years, PRPC began an effort to update the region's Automated Fingerprint Identification System (AFIS). Using FY21 and FY22 funds, we have been in the process of updating the regional AFIS server and equipping four Panhandle LE agencies with new AFIS workstations. In FY24, the PRPC is proposing to equip additional LE agencies with AFIS workstations. Listed below is a brief description of each proposed project.

1. FY24 Regional PANCOM Maintenance and Operations

This proposal is for a continuation project. As currently proposed, the project will cover approximately 50% of the annual costs of maintaining the PANCOM system.

2. FY24 EOP Update Project

This proposal is for a continuation project. This project would provide Emergency Operations planning (EOP) assistance to counties/cities in the region, which are not receiving Emergency Management Performance Grant (EMPG) funding to support the EOP planning process in FY24.

3. FY24 PARIS Maintenance Project

This proposal is for a continuation project. In 2007, SHSP funds were used to purchase 50 licenses to start the Panhandle Area Regional Information System (PARIS) for use by the region's emergency management officials. PARIS is used to support the regional first responder badging program, mutual aid asset inventory and local/ regional mass notification capabilities. It has been determined this project will satisfy the National Priority of Protection of Soft Target/Crowded Places.

4. FY24 Regional Planning & Coordination Project

This proposal is for a continuation project. The project is intended to offset the PRPC's costs of administering the regional SHSP program and performing all the planning work required to support the SHSP program in the Panhandle.

5. FY24 Regional AFIS Enhancement: AFIS Workstations Project

This project will equip law enforcement agencies with the workstations they will need to scan/compare crime scene fingerprints and photographs to those maintained in the regional database in search of a match. This project satisfies the National Priority of "Intelligence and Information Sharing/Cooperation".

Mr. Juan Cantu moved for the PRPC Board of Directors to approve the submission of the five regional projects of the Homeland Security Division of the Governor's Office for consideration under the FY24 State Homeland Security Grant program. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

16. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

Executive Director Michael Peters Introduced the new Area Agency on Aging Director Ms. Debra King. He also thanked Representative Four Price for his service while serving the Texas Panhandle during the 88th legislative session. Mr. Peters updated the Board on the most recent break-in at the Planning Commission in which a police report was filed with the Amarillo Police Department. He updated the Board about the January 2024 Texas Municipal League Region II meeting that was hosted by the City of Fritch and held at The Dome in the City of Borger. He then notified the Board about the recent Pathways Communication outage that affected all of their customers throughout the Texas Panhandle. Mr. Peters reported on the current status of the purchase of the Workforce building in which PRPC had a meeting with the Bivins Foundation in relation to possible support with the additional funds from the Amarillo Area Foundation. Mr. Peters recognized Ms. Lisa Hancock for her 17 years of service and upcoming retirement with PRPC, as well as Ms. Janet Schulte and her service to PRPC with 31 years of commitment to the elderly population throughout the Texas Panhandle.

B. Report on the following recent Planning Commission sponsored regional meetings:

- 12/07/2023 – READY/SET/THRIVE, The Legacy, Friona
- 12/13/2023 – RST/MIPPA, Rotary Club, Tulia
- 12/13/2023 – Regional Solid Waste Management Advisory Committee
- 01/03/2024 – Caregiver Support Group
- 01/08/2024 – READY/SET/THRIVE, First Baptist, Canyon
- 01/10/2024 – Low Income Medicare Savings/TSAP, Darrouzette Senior Citizens
- 01/10/2024 – RST/MIPPA, Teare Rural Health, Booker
- 01/10/2024 – Groundwater Management Area (GMA) #1 Committee Meeting
- 01/10/2024 – Panhandle Regional Emergency Management Advisory Committee (PREMAC) Sub-Committee Critical Infrastructure Pilot Study Kick-Off Meeting

- 01/12/2024 – Hemphill County Focus Group Session; Return Home from Hospitalization Pilot Project
 - 01/19/2024 – West Texas COG Meeting – PRPC
 - 01/23/2024 – Hereford Focus Group Session; Return Home from Hospitalization Pilot Project
 - 01/23/2024 – Transfer on Death Deed, Senior Citizens, Shamrock
- C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
- 01/31/2024 – Emergency Manager Meeting at Amarillo EOC
 - 02/02/2024 – Panhandle Regional 9-1-1 Network Advisory Committee
 - 02/06/2024 – Region A Panhandle Water Planning Group Executive Committee Meeting
 - 02/06/2024 – Region A Panhandle Water Planning Group Full Committee Meeting
 - 02/13/2024 – Panhandle Regional Emergency Management Advisory Committee (PREMAC) Sub-Committee Critical Infrastructure Meeting
 - 02/15/2024 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
 - 02/16/2024 – Dumas Focus Group Session; Return Home from Hospitalization Pilot Project
 - 02/20/2024 – Regional Solid Waste Management Advisory Committee
 - 02/21/2024 – Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
 - 02/21/2024 – Panhandle Workforce Development Board meeting
 - 02/22/2024 – Panhandle Workforce Development Board Consortium’s Governing Body meeting

17. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:12 p.m.



 Sheriff Sal Rivera, Chairman
 Panhandle Regional Planning Commission
 Board of Directors

ATTEST:



 Commissioner Pat Sims, Secretary/Treasurer
 Panhandle Regional Planning Commission
 Board of Directors

