

**PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING**

Minutes

March 28, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, March 28, 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
- Cole Stanley, Mayor, City of Amarillo
- Kimberly Jones, Childress County Judge
- Nancy Tanner, Potter County Judge
- Juan Cantu, Lipscomb County Commissioner
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Harold Keeter, Swisher County Judge
- Sal Rivera, Sheriff, Castro County
- Pat Sims, Commissioner, City of Dumas
- Yolanda Robledo, Alderwoman, City of Bovina
- Walter "Four" Price, Texas State Representative, District 87
- Rank Cogdell, Briscoe County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Andy Garcia, Citizens Representative, City of Cactus

MEMBERS ABSENT:

- Kerry Symons, Mayor, City of Perryton
- Ronnie Gordon, Hartley County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Shawn Ballew, Oldham County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Greg Lewellen, Mayor, City of Friona
- Karen Price, Citizen Representative, City of Pampa

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Lori Gunn, Regional Services Director; Ms. Debra King, Area Agency on Aging Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Heather Reid, Workforce Development Contract Accounting Manager; Ms. Khasi Campos, Regional 9.1.1 Administrative Assistant; Mr. Max Seymour, Local Government Services Program Specialist; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. John Schaumburg, Regional 9.1.1 Network Director; Mr. Marin Rivas, Workforce Development Director; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Mr. Paul Fleming, Tax Auditor; Mr. Joseph Minshew, Texas Department of Emergency Management

1. CALL TO ORDER

Mr. Sal Rivera called the meeting to order at 1:36 p.m. and noted that a quorum was present.

2. INVOCATION

Dr. Bill Hallerberg gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Judge Christy Dyer moved to accept the minutes from the Board of Directors meeting held on February 22, 2024. Representative Four Price seconded the motion; the motion carried by unanimous vote.

5. APPROVAL OF PSA-1 ELECTION TO PLACE CANDIDATE TO FILL VACATED MINORITY CITIZEN REPRESENTATIVE SEAT.

Ms. Melissa Whitaker informed the Board that the PRPC Bylaws calls for representation of minority citizens on the Board of Directors. These designated minority seats are filled through a direct election process. With the resignation of Mr. Cleo Castro from the Board of Directors it was necessary to have an election in Planning Service Area 1 (Dallam, Hartley, Moore, Oldham, & Sherman Counties) to fill this vacated minority citizen seat. The election notice was posted in the Sherman County Gazette, The Dalhart Texan, The Vega Enterprise and The Stratford Star. The PSA-1 election was held on Monday, March 4th at 5:05 p.m. in the City of Cactus and a new representative was elected to fulfill the minority citizen position for PSA-1 on the PRPC Board of Directors with a tally of twenty-four unanimous votes.

Dr. Bill Hallerberg moved for the Board of Directors to approve the PSA-1 election results of Mr. Andy Garcia to fill the vacated seat to represent minority citizens on the PRPC Board of Directors. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

6. CHILD CARE PROVIDER CURRICULUM PURCHASE

Ms. Heather Reid informed the Board that the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care and Development Funds to provide quality improvement activities such as technical assistance, professional development and education materials for Texas Panhandle Child Care Providers. The PWDB, with PRPC, has made previous purchases of this curricula from Teaching Strategies and proposes to make an additional purchase at this time, for providers who are already TRS Providers looking to improve their quality and star rating and providers who are working toward initial TRS certification, to give these providers the benefit of using the same curriculum as currently TRS-certified programs.

The Child Care Providers proposed to receive the curricula are:

Amarillo - Amarillo College Child Development Lab School
Amarillo College Hagy Campus MediPark Center for Young Children
Little Nest CDC LLC
Opportunity School
Opportunity School Edwards Campus
Night and Day Care and Play
Will Rogers Learning Center
Buttons and Bows Early Learning Center
Creative Learning Tree 2
Steamboat Station

Canyon – Kids Kollege

Pampa - Community Day Care Center Inc.
Community Day Care Site III

Perryton - Ranger Roundup Learning Center

Tulia - Tulia Child Development Center

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. The purchases for the project described above can be made through the TIPS purchasing process. The total cost for this project is \$85,000.00 and funds for this purchase would come from existing Workforce Development Child Care Quality funds.

Mayor Buster Davis moved for the Board to authorize the Executive Director to purchase the Child Care Curricula as described above from Teaching Strategies, LLC, for the amount of \$85,000.00, with grant funds from the TWC Workforce Development Child Care Quality grant. Mayor Dan Sams seconded the motion; the motion carried by unanimous vote.

	Balance@ <u>12/31/2023</u>	Balance@ <u>01/31/2024</u>	Balance@ <u>2/29/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$3,520,205	\$3,533,630
9-1-1's Money Market Fund	\$57	\$0	\$0
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,520,205</u>	<u>\$3,533,630</u>
CDARS CD	Duration	Return	
12/28/2023 – 06/27/24	26 Weeks	4.85%	\$500,000
Total Invested Funds-			<u>\$4,033,630</u>

7. VOUCHERS

Mayor Tobe Shields moved to approve the vouchers for the month of February 2024. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

8. PRPC INVESTMENT FUND MONTHLY REPORT

Mr. Trent Taylor informed the Board that pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on 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 February was 4.91%. 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.

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

9. 2023 AUDIT PRESENTATION AND ACCEPTANCE

Mr. Trent Taylor informed the Board of Directors that The Panhandle Regional Planning Commission engages the services of an independent CPA firm to prepare an annual comprehensive financial report. Edgin, Parkman, Fleming and Fleming have completed such a report for the 12-month period ending September 30, 2023. The auditors formally presented their report to the PRPC Audit Committee and the Board of Directors.

Mr. Pat Sims motioned for the Board to accept the 2023 Comprehensive Annual Financial Report. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL 9-1-1 NETWORK ADVISORY COMMITTEE APPOINTMENT

Ms. Khasi Campos informed the Board of Directors that the Panhandle Regional 9-1-1 Network Advisory Committee is composed of a representative from each of the region's 21 public safety answering points (PSAP) and three representatives from the telecommunication industry. The procedures and policies of the Panhandle Regional 9-1-1 Network Advisory Committee requires members to serve staggered three-year terms, limited to two consecutive three-year terms. The 9-1-1 Advisory Committee is designed to provide general guidance and policy direction to the Panhandle Regional 9-1-1 Network. The Regional 9-1-1 Network currently had two vacancies to fill. The Hemphill County Sheriff's Office recommended Chief Dispatcher Kris Hogan, and the Perryton Police Department recommended Acting Chief Raphael Gonzalez to serve as representatives on the Committee.

Dr. Bill Hallerberg motioned for the PRPC Board of Directors to approve and appoint these nominations to serve on the Panhandle Regional 9-1-1 Advisory Committee. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

11. PRESENTATION OF NATIONAL VOLUNTEERS APPRECIATION MONTH

Ms. Debra King gave a presentation to the Board of Directors regarding the National Volunteer Month in which the Area Agency on Aging celebrates volunteers who give back to the vulnerable populations in our area. The staff raised awareness about the important part that volunteers play in our region and are encouraging more people to become involved in order to build stronger more sustainable communities throughout the Texas Panhandle. The purpose and hope for National Volunteer Month is to encourage people to consider ways they can be of help to others who might be in need. Donated time is a critical way that many non-profit organizations are able to do the work on a larger scale, without needing a large payroll. The AAA volunteers donated their time serving seniors as Volunteer Ombudsman who advocate for residents in long term care facilities in order to help protect them from abuse, neglect, and exploitation. There are also volunteer Medicare Benefit Councilors who assist older adults in choosing the best Medicare options for their needs. The most helpful types of volunteers are the ones who can be relied upon to serve on a regular basis, whether weekly or monthly. The Area Agency on Aging volunteers have given 740 hours in-kind to the seniors and most vulnerable populations in our region.

No action was necessary, as this was an informational item.

12. PRESENTATION OF THE MELISSA CARTER MEMORIAL GRANT RECIPIENTS

Ms. Debra King informed the Board of Directors that Melissa Carter served as the Area Agency on Aging Director of the Panhandle for fifteen years prior to her passing on June 29, 2021. Melissa was a passionate advocate for seniors. She led by example and with the heart of a servant. Her kindness and compassion have had a lasting impact on her family, friends, coworkers, those in the field of aging and the older adults whose lives she touched. As one of her last wishes, she asked for donations in her name to be made to the Area Agency on Aging of the Panhandle. Over \$8,500 was given in her memory. On the anniversary of her passing, the AAA opened the first Melissa Carter Memorial Grant application to award the \$8,000 to entities with programs benefiting older adults. Ten organizations received up to \$1,200 in Melissa's memory to meet the needs of older adults across the Texas Panhandle. 2024 Grant Details: The Area Agency on Aging of the Panhandle awarded a total of \$8,575 to entities for projects which benefit Panhandle residents over the age of 60. The AAA assessed the merit of grant applications based on the project's description, its focus on the target population, the potential community impact, and any innovative elements. The recipients awarded are as follows; TTSSB (APS), ALT--Amarillo Little Theatre, Lefors Sr Citizens, TEXAS production, ADVO, City of Amarillo Public Library, City of Amarillo ACT, RSVP, Hansford County, and the ACTS Community.

No action was necessary, as this was an informational item.

13. TxCDBG 2024 DOWNTOWN REVITALIZATION PROGRAM – INTERLOCAL AGREEMENT FOR APPLICATION DEVELOPMENT SERVICES

Mr. Alex Guerrero informed the Board of Directors that the PRPC Staff has worked with Panhandle communities to write applications and implement various projects through the Community Development Block Grant (TxCDBG) Program since 1983. Through the CDBG program the Texas Department of Agriculture (TDA) offers many different funding opportunities that include: Community Development Fund Program; Fire, Ambulance, and Service Truck (FAST) Fund; State Urgent Need (SUN) disaster relief and the Downtown Revitalization Program. The Downtown Revitalization Program stated objectives are for the elimination of slum or blight conditions in the downtown areas of communities by providing assistance for public infrastructure improvements, especially sidewalks and ADA compliance. There are several cities that have already expressed interest in preparing an application to seek to improve the blighted conditions through infrastructure improvements in their downtown areas. In order to comply with TDA requirements it is necessary to enter into an interlocal agreement with PRPC for application development activities to ensure programmatic compliance. The City of Wheeler is desirous in applying to the Downtown Revitalization Program for 2024.

Mayor Tobe Shields motioned for the Board of Directors to authorize the Executive Director of the PRPC to execute an Interlocal Cooperation Contract between the City of Wheeler and the PRPC to provide TxCDBG Downtown Revitalization application services at no cost with contingency for administrative services to be amended at the localities' discretion if their project is funded. Mayor Cole Stanley seconded the motion; Mayor Dan Sams abstained. The motion carried with a sufficient number of votes.

14. FEDERAL TRANSIT ADMINISTRATION – TITLE VI CIVIL RIGHTS PLAN REQUIREMENTS AND GUIDELINES FOR DIRECT RECIPIENTS

Mr. Alex Guerrero informed the Board of Directors that in December 2021, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) board authorized the submission of an application through the Federal Transit Administration (FTA) 2021 Innovative Coordinated Access and Mobility (ICAM) program for the development and pilot of a ride-share voucher program. Project elements include the full development of a voucher program for transit riders to use a ride share service or taxi when a ride is unavailable on the traditional transit service. Additionally, this includes the purchase of an ADA accessible vehicle to be utilized during the pilot phase of the program and planning funds for PRPC Staff to develop a turn-key voucher program including staffing plans, intake forms, agreements with vendors, etc. FTA requires that all direct recipients document Title VI compliance by submitting a Title VI Plan once every three years to address access of minority and limited English Proficiency individuals to public transportation. This plan is similar to the previously adopted Title VI Plan for TxDOT, with an added Public Participation Plan to ensure PRPC remains compliant with FTA Title VI requirements. The Board of Directors has formally adopted Title VI plans that were adopted for the use of TxDOT planning funds and TxDOT has blessed the latest language for that use. The upcoming award through FTA for the 2021 ICAM project is subject to utilize direct FTA financial assistance and the governing body of the PRPC is the responsible entity to approve a separate Title VI Civil Rights Plan to be in place for the purpose of this funding. FTA has requested that the plan be submitted for review prior to its formal adoption by PRPC. PRPC staff have submitted the plan for FTA review and expect to receive feedback soon.

Mayor Dan Sams moved for the Board to approve the attached FTA Title VI Civil Rights Plan related to direct financial assistance and for PRPC to formalize the processes by which minority and Limited English Proficient individuals can access the process and any subsequent revisions made by FTA. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

15. 2024 PREP CONFERENCE REGISTRATION MEMORANDUM OF AGREEMENT WITH TEEEX

Ms. Lori Gunn informed the Board of Directors that the Panhandle Regional Emergency Preparedness (PREP) Conference is an annual conference hosted by the Panhandle Regional Planning Commission's Panhandle Regional Emergency Management Advisory Committee (PREMAC). The purpose is to help our various disciplines evolve their current mission and explore affordable methods to become more resilient. In FY22 PRPC worked with Texas A&M Engineering Extension Service (TEEX) to provide registration and payment assistance for the PREP conference. TEEX has streamlined the process giving one website for registrants. TEEX will take payments, print name badges and work with PRPC staff on marketing the conference. In addition to managing the online registration portal, TEEX will provide personnel to assist with conference registrants the day of the conference. Under this memorandum of agreement, PRPC will invoice TEEX for all student fees collected minus four percent (4%) for each paying participant. The 4% covers TEEX costs from credit card transactions. These fees are in place to cover the cost of food and speakers and their travel. As with previous years, volunteer responders are free. Included with this agenda item is a draft of the Memorandum of Agreement with TEEX for the PREP Conference scheduled for September 19th.

Mr. Pat Sims motioned for the PRPC Board of Directors to favorably consider the authorization of the Memorandum of Agreement with Texas A&M Engineering Extension Service to administer registration services for PRPC's Panhandle Regional Emergency Preparedness Conference (PREP), by authorizing the PRPC Executive Director to execute the document. Representative Four Price seconded the motion; the motion carried by unanimous vote.

16. TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TxCDBG) PROGRAM PROJECT PRIORITIES

Ms. Lori Gunn informed the Board of Directors that last month, the Board nominated Joe Price, Canyon City Manager, to serve as the regional representative for the Texas Department of Agriculture's (TDA) United Scoring Committee (USC). The TDA rules have also tasked each region (PRPC Board of Directors) with the establishment of the project priorities for the 2025 and 2026 Community Development (CD) Fund cycle. The PRPC Executive Committee held a public hearing just prior to this meeting to make a formal recommendation of priorities to the entire PRPC Board for action. These project priorities will provide up to twenty-five percent of the total available points in scoring for projects in the non-entitlement areas of the Texas Panhandle with Amarillo being the only entitlement City in our area. Sixty-five percent of the total available points are the scoring criteria determined by the USC and the remaining ten percent of total points will be determined by TDA through past performance measures. Previous scoring criteria has consisted of an applicant's poverty rate, matching requirement, previous funding and lowest median household income being a tie-breaker. The USC Meeting was held on 4-10-2024 at 9:00am. All of the communities in the Panhandle were notified of the opportunity to voice their support for specific priorities and were notified of the public hearing that was held just prior to this meeting with the Executive Committee. The public hearing was also published in the Amarillo Globe News on 3-18-2024. As this is a public meeting, we would also like to allow the public to make any comments or suggestions related to the project priorities for the 2025-2026 CD Fund cycle. The possible project activities are attached to this memo for reference.

Dr. Bill Hallerberg motioned for the PRPC Board of Directors to accept the recommended project priorities from the Executive Committee and submit these to the Texas Department of Agriculture for the Panhandle region for use in the upcoming 2025-2026 Community Development Fund cycle. Mayor Dan Sams seconded the motion; the motion carried by unanimous vote.

17. PRPC BUILDING MAINTENANCE SERVICES CONTRACT

Mr. Michael Peters informed the Board that the Panhandle Regional Planning Commission purchased its present office building in 1992. Upon our purchase, the Planning Commission entered into an agreement with Sterling Properties which called for them to continue their building maintenance services responsibilities under PRPC ownership. Such an agreement allowed the Planning Commission to take full

advantage of the working knowledge which Sterling Properties employee, Brent Bralley, had regarding the maintenance and operations of the building. Mr. Bralley was particularly knowledgeable of the building's HVAC systems. In November 1995, the building maintenance services agreement between Sterling Properties and the PRPC was mutually assigned from Sterling Properties to Brent Bralley (JKB Company, Inc.). JKB Company, Inc. has continued to provide building maintenance services for the Planning Commission under agreements executed in April 1998; April 2001, April 2004, April 2008, March 2014, and lastly February of 2019. On February 22, 2024 and again on February 29, 2024 the PRPC published a Request for Proposals from qualified firms interested in providing comprehensive building maintenance services for the Planning Commission's office building (Scope of Proposed Work attached). Proposals were due on Wednesday, March 8th by 5:00PM. Staff received one proposal from JKB Company Inc. for \$1,050 per calendar month for 14 hours per month. Each additional hour will incur an additional \$75. Each exercised renewal will incur a Consumer Price Index increase past the initial 2-year contract. This represents a \$100 monthly increase from the prior contract that was renewed in 2019 for the first two years.

Mr. Pat Sims motioned for the PRPC Board of Directors to authorize the Executive Director to enter into a contract with JKB Company, Inc. for Building Maintenance Services for a two-year term with three optional 1-year extensions. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

18. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Executive Director Michael Peters stated that the Planning Commission is on schedule with the purchase of the Workforce Development building through a 5 million dollar award from the EDA. This grant includes the renovation of the parking lot, bus stop, and HVAC controls in addition to the 100,000 from Amarillo Area Foundation. The EDA grant has a match of 551,186 meaning approximately 450,000 out of pocket. In conclusion 200,000 would be with Workforce unrestricted funds of 250,000 and PRPC unrestricted funds. Mr. Peters also thanked the Finance department and auditors for all of their help with the recent audit process. He updated the Board that the next TML Region 2 meeting would be held on 4/18/2024 and to please send RSVP no later than April 12th.
- 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 – PREMAC Sub-Committee Critical Infrastructure Kick-Off event
 - 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

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:34 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