

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

APRIL 24, 2025

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, April 24, 2025. 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 Ave., Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Shawn Ballew, Oldham County Judge
- Winston Sauls, Citizen Representative, City of Borger
- Ronnie Gordon, Hartley County Judge
- Nancy Tanner, Potter County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Christy Dyer, Randall County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Pat Sims, Commissioner, City of Dumas
- Moses Campa, Citizen Representative, City of Pampa
- Greg Lewellen, Mayor, City of Friona
- Oscar Ostos, Citizen Representative, City of Amarillo
- Tobe Shields, Mayor, City of Spearman
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority

MEMBERS ABSENT:

- Michael Clawson, Swisher County Judge
- Pat McDowell, Wheeler County Judge
- Kimberly Jones, Childress County Judge
- Kerry Symons, Mayor, City of Perryton
- Dan Looten, Carson County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Mac Smith, Canadian River Municipal Water Authority
- Juan Cantu, Lipscomb County Commissioner

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Abby Sanders, Local Government Services Program Coordinator; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Mr. Cullin Knutson, Regional Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Jennifer Foster, District Director for Senator Charles Perry, Joe Minshew, District Chief TDEM, Brandon Mason, Preparedness & Response, TDEM.

1. CALL TO ORDER

Judge Nancy Tanner called the meeting to order at 1:30 p.m. and noted that a quorum was present.

2. **INVOCATION**

Mr. Pat Sims gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Judge John Howard motioned to accept the minutes from the Board of Directors meeting held on March 31, 2025. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

5. **PRPC VOUCHERS FOR THE MONTH OF MARCH 2025**

Judge Ronnie Gordon motioned to approve the vouchers for the month of March 2025. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUNDS 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.

	Balance@ <u>2/28/2025</u>	Balance@ <u>3/31/2025</u>	30-Day Avg. Rate
PRPC's Money Market Fund	\$1,193,036	\$745,259	3.040%
9-1-1's Money Market Fund	341,482	172,773	2.530%
	<u><u> </u></u>	<u><u> </u></u>	
Total MMIA Funds	\$1,534,518	\$918,032	
Other Investments:			
Texas Class	\$3,479,482	\$3,492,620	4.438%
Texas Class Government	1,013,470	\$1,017,138	4.254%
LOGIC	<u>1,416,029</u>	<u>\$1,421,397</u>	<u>4.464%</u>
Total Invested Funds	<u>\$7,443,499</u>	<u>\$6,849,187</u>	

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 motioned for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge John Howard seconded the motion; the motion carried by unanimous vote.

7. **PRPC 2025 AUDIT SERVICES ENGAGEMENT**

Mr. Trent Taylor informed the Board of Directors that the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards. In 2021, the PRPC issued a request for proposal for audit services for fiscal years ending September 30, 2021, 2022, and 2023 with the option of two one-year extensions for fiscal years 2024 and 2025. This procurement resulted in the selection of Edgin, Parkman, Fleming & Fleming (EPF&F) which the Board approved. Because of new auditing standards, the engagement letter from EPF&F for fiscal year 2025 is now requiring signature from PRPC's governance. Therefore, we are asking for the Board to approve our option year 2025 with EPF&F.

Judge John Howard motioned for the Board of Directors to authorize the Executive Director to execute the engagement letter with EPF&F for fiscal year 2025. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

8. **AREA AGENCY ON AGING PRESENTATION ON THE NATIONAL VOLUNTEER APPRECIATION MONTH**

Ms. Debra King informed the Board of Directors about the Presentation of National Volunteer Month, in which the Area Agency on Aging celebrates volunteers who give back to the vulnerable populations in our area. The staff is raising awareness about the important part that volunteers play in our region and are also encouraging more people to become involved in building stronger, more sustainable communities throughout the Texas Panhandle. The purpose and hope for National Volunteer Month are to encourage people to reach outside of themselves and consider ways they can be of help or service to others who might be in need. Donated time is a critical way that many non-profit organizations can do the work they do on a larger scale without needing a large payroll. The AAA volunteers donate their time serving seniors as

Volunteer Ombudsman, who advocate for residents in long-term care facilities 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 regularly, whether weekly or monthly. The Area Agency on Aging has Ombudsman volunteers who have served over 800 hours to seniors and the most vulnerable populations in our region. Volunteers with other programs within the AAA have accounted for an additional 100 hours. We greatly appreciate all of their contributions to the vulnerable populations that we serve.

No action was taken; this is an informational item.

9. **AREA AGENCY ON AGING OLDER AMERICANS MONTH HOSTING THE PRESENTATION OF THE MELISSA CARTER GRANT**

Ms. Debra King informed the Board of Directors that Melissa Carter served as the Director of the Area Agency on Aging of the Panhandle, AAA, for fifteen years before 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. The first Melissa Carter Grant was awarded on the anniversary of her passing in 2022 after receiving \$8000 in donations from the community. The AAA opened the first Melissa Carter Memorial Grant application to award the donated amount of \$8,000 to entities with programs benefiting older adults. Eight organizations received \$1,000 in Melissa's memory to meet the needs of older adults across the Texas Panhandle. Again in 2024, the grant was offered for a second time, and an additional eight organizations received awards for their efforts in serving older individuals in need. The AAA aspires to sustain this grant annually, contingent upon the availability of funding through contributions received throughout the year.

2025 Melissa Carter Grant Details

As part of the AAA's Older Americans Month (OAM) Celebration event on May 14, 2025, grants will be awarded to organizations for projects that benefit residents over the age of 60 living in the Panhandle. These projects must align with the year's theme guidelines outlined below. Each organization may submit only one application and may receive up to \$1,500 if chosen as a grant recipient for this year's opportunity. This year's OAM theme is Flip the Script on Aging, which focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions. Projects that highlight opportunities for staying active and engaged as we age and that promote purpose, exploration, and connection will be prioritized. The AAA will assess the merit of grant applications based on the project's description, its focus on the target population, the potential community impact, and any elements relevant to the OAM theme. Successful applicants will be notified before the event on May 14, 2025.

No action was taken; this is an informational item.

10. REGIONAL SERVICES FY2026 REGIONAL CRIMINAL JUSTICE GRANT PRIORITIZATION APPROVAL

Ms. Daphne Morcom informed the Board of Directors that each year, the Office of the Governor's, Public Safety Office (PSO) contracts with the PRPC to facilitate the distribution of the following Criminal Justice Assistance grant funds:

- JAG (Edward Byrne Memorial Justice Assistance Grant Program)
- US Congressionally Appropriated through the US Department of Justice; and
 - JJ – (Juvenile Justice)
- Texas State 421 Funds; and
 - TP – (Truancy Prevention)
- Texas State 421 Funds; and
 - VOCA – (Victims of Crime Act of 1984 & 2005)
- US Congressionally Appropriated; and
 - VAWA – (Violence Against Women Act of 2005)
- US Congressionally Appropriated

In October 2024, the CJAC met to review, discuss and amend their bylaws to begin the FY 2026 grant making process. In December of 2024, the Public Safety Office (PSO) of the Governor's Office solicited applications for criminal justice projects during the state fiscal year 2026 grant cycle. On December 16th, PRPC staff distributed a Notice of Fund Availability to 497 eligible entities in the Panhandle Region. Workshops were on January 7th and 13th to assist applicants with their application composition and submission. Virtual make-up workshops were also held on January 13th, 15th, 22nd, 27th and February 10th for those who were unable to attend the in-person workshops. There were 37 attendees combined between the workshops. PSO set the application deadline on February 13, 2025. The PSO received eight grant applications under the VOCA and one grant application under the VAWA category. The CJAC met on March 21st to hear oral presentations and prioritize applications for the Victim Services categories. The PSO received eight grant applications under the JAG and one grant application under the TP category from the Panhandle region. There were no applications received under the JJ category. The CJAC met on April 10th to hear oral presentations and prioritize applications under the TP and JAG categories. In addition to the recommended amount is an alternative funding recommendation for each funding opportunity. The alternative funding opportunity is based on the Regional Budget Estimate (RBE) received from the Office of the Governor's Criminal Justice Division. Historically, the RBE gives the CJAC a reasonable idea of how much the region will be allocated from the state. It has also been extremely close to the actual amounts awarded. Knowing the RBE allows the CJAC and Board of Directors to ensure that the recommendations on funding are for projects that will assist us with filling the gaps for the region. The alternate funding provides for a proportional trim for all grantees under VOCA. Because of the one application under Truancy Prevention, this project would be allocated all of the available funds in this opportunity. JAG was a bit more complicated as projects tend to be more difficult to trim. In the end, the CJAC decided to trim PRPC's Specialized CJ Gap Training over lower ranking projects because we may be able to obtain cheaper trainers or go from three courses down to two. If awarded at the alternative amount, PRPC will work with Amarillo College on trying to get the biggest return for the region. Final appropriations and grant funding determinations will be made by PSO and should be announced before September 1, 2025.

Mr. Pat Sims motioned for the Board of Directors to approve of the CJAC's recommended Grant Prioritization List for the Truancy Prevention, Edward Byrne Justice Assistance Grant, Violence Against Women Act, and Victims of Crime Act applications and authorize their submission to PSO. Mr. Daniel Jackson seconded the motion; Judge John Howard, Lt. Moses Campa, Mr. Aldo Gallegos, Judge Nancy Tanner, and Judge Christy Dyer all abstained. The motion carried with a sufficient number of votes.

11. REGIONAL 9-1-1 PURCHASING SOLUTIONS ALLIANCE (PSA) INTERLOCAL AGREEMENT

Mr. John Schaumburg informed the Board of Directors that the Brazos Valley Council of Government (BVCOG) established the Purchasing Solutions Alliance (PSA) as a

purchasing cooperative for public agencies with the purpose of identifying qualified vendors' pricing through a state-compliant competitive bidding process. All contracts offered through PSA are compliant with Title 2 of the Code of Federal Regulations part 200 (2 CFR part 200). PSA contracts allow member agencies access to competitive pricing for goods and services, streamlining the procurement process by building on established frameworks rather than duplicating efforts. PSA utilizes formal Request for Proposals (RFP) process which allows them to negotiate to ensure quality and pricing. The RFP process and awarding of contracts can be tracked at www.psabuy.org. There you will find the required documentation from solicitation to the finalized contract. Numerous local governments across the state and nation, including the Texas Association of Regional Councils (TARC) and several other Councils of Governments (COGs), proudly participate as members of PSA. In order for the PRPC to have access to the cooperative purchasing pricing through PSA, both agencies must enter into an interlocal purchasing agreement.

Mayor Buster Davis motioned for the PRPC Board of Directors to authorize the Executive Director to enter into an interlocal purchasing agreement with the Brazos Valley Council of Government's Purchasing Solution Alliance for cooperative purchasing. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

12. REGIONAL 9-1-1 EMERGENCY CALL TRACKING SYSTEM (ECaTS) RENEWAL

Mr. John Schaumburg informed the Board of Directors that The Panhandle Regional 9-1-1 Network is required to track 9-1-1 call data throughout the region's 21 Public Safety Answering Points (PSAPs). Currently, the Regional 9-1-1 Network uses Intrado Life & Safety, Inc. as the call-handling equipment (CHE) solution.

In order to track the call data within the Intrado environment, the Regional 9-1-1 Network has used Intrado's analytics suite, ECaTS to generate call volumes, statistics, summaries, details, etc. for reporting purposes. The Regional 9-1-1 Network is currently transitioning to a new CHE solution, but until the transition is complete, the Intrado call data must continue to be tracked. Intrado has provided a

five-month H-GAC Buy Contract Pricing Quote of \$29,935.54 (H-GAC Buy Contract #EC07-23). The quote states that it will be billed monthly and as PSAPs are transitioned off of the Intrado CHE, they can be removed from the ECaTS bill.

Mr. Phillip Self motioned for the PRPC Board of Directors to authorize the Executive Director to enter into the H-GAC Buy contract with Intrado Life & Safety, Inc., for the Emergency Call Tracking System for five months, totaling \$29,935.54. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

13. REGIONAL 9-1-1 FY25 Q2 QUARTERLY 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 FY25 Q2 performance report covering December, January, and February.

- There were 20,299 9-1-1 calls received from the 21 regional call centers of with 15,441 being wireless (76.07 percent).
- Staff monitored Public Service Answering Points (PSAPs) 22 times with no findings.
- PSAP staff and PRPC staff performed 1,790 Network test calls.
- There were 2 outages during this quarter.
- The region received 1,622 text messages during this period, with the vast majority as test texts.

Mr. Daniel Jackson motioned for the PRPC Board of Directors to approve the FY25 Q2 Performance Report as submitted covering the months December, January, and February. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

14. **LOCAL GOVERNMENT SERVICES FAIR HOUSING MONTH PROCLAMATION**

Mr. Alex Guerrero informed the Board of Directors that The Panhandle Regional Planning Commission (PRPC) is under contract with the Texas Department of Agriculture to provide community and economic planning activities for the Texas Panhandle. Through the Community and Economic Development Assistance Fund (CEDAF) contract, PRPC receives a grant to provide technical assistance to communities in the Panhandle regarding community and economic development programs. Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VIII of the Civil Rights Act of 1968, The Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap, or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found

Judge Christy Dyer motioned for the Board of Directors to adopt the Fair Housing Proclamation, which designates May 2025 as Fair Housing Month and encourages equal housing opportunity to all citizens of the Panhandle. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

15. **LOCAL GOVERNMENT SERVICES 2025 TxDOT TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION DEVELOPMENT AND MANAGEMENT SERVICES INTERLOCAL CONTRACTS**

Ms. Abby Sanders informed the Board of Directors that the Texas Department of Transportation's (TxDOT) Transportation Alternatives Program was established as a way to distribute federal funds for pedestrian and bicycle improvements throughout the State of Texas. This program was previously known as the Transportation Set-Aside Program (TASP) and the Safe Routes to Schools (SRTS) Program. The program funds infrastructure projects for pedestrian and bicycle improvements such as sidewalks, shared use paths, designated bike lanes, beacons, and other similar projects.

The 2025 Transportation Alternatives (TA) Call for Project application process consists of two steps which includes a short form and long form application. The City of Spearman submitted the short form application in March, 2025 and has been selected to participate in the long form application process. PRPC staff have offered application development services to Spearman, which includes public involvement, map preparation, data collection, extensive coordination with the City, and miscellaneous development services. Unlike the CDBG program, this grant program does not provide for administration of grant funds if an application is selected for funding. The projects range from the reconstruction of pedestrian sidewalks to the construction of sidewalks where no sidewalks existed previously. This application is in the Amarillo TxDOT District Office and may potentially bring over \$1,000,000 grant dollars into the region for pedestrian improvements. TxDOT received 311 preliminary applications and only a portion are advancing, including Spearman's project.

Due to the nature of the program and the lack of administration costs, an interlocal agreement has been cooperatively drafted that will allow PRPC staff to develop the long form application for the City of Spearman. The interlocal agreement for the City of Spearman reflects a floor of \$2,500 and a ceiling of \$5,000. The interlocal agreement will be considered by the City Council of Spearman for their regularly scheduled meeting in May.

Judge Ronnie Gordon motioned for the Board of Directors to authorize the Executive Director of the PRPC to execute an Interlocal Agreement with the City of Spearman to provide application development services for TxDOT's 2025 Transportation Alternatives (TA) Program funding. Mr. Pat Sims seconded the motion; Mayor Tobe Shields abstained. The motion carried with a sufficient number of votes.

16. PRPC AUTHORIZATION OF AMENDMENT 1 TO CONSTRUCTION MANAGER AT RISK CONTRACT WITH WILEY HICKS JR., INC FOR CHILLER INSTALLATION WORK

This item is to ask the Board authorization of Amendment 1 to Construction Manager at Risk Contract with Wiley Hicks Jr., Inc for chiller installation work. During the October 24th PRPC Board Meeting, the PRPC Board approved a contract with Wiley Hicks Jr. Inc. to serve as a project manager to coordinate the many necessary projects to improve the PRPC Building.

Project Overview:

- a. Construction of steel pedestals for the chiller.
- b. Installation of an 80-ton air-cooled chiller on the roof.
- c. Plumbing and fittings to connect the chiller to our HVAC system in the basement.
- d. Electrical and equipment to connect the chiller to our electrical system.
- e. Ceiling removal and replacement in the basement of the PRPC building.
- f. Removal of the old 80-ton water-cooled unit from the basement.
- g. Removal of two cooling towers from inside of enclosure on the roof.
- h. Other work that will be needed to make the HVAC system more reliable.

Wiley Hicks advertised for a majority of the work to be performed with the exception of asbestos abatement and monitoring. This item is requesting an amendment to his contract for a guaranteed maximum price of \$339,986. We anticipate one more amendment near \$60,000 for the asbestos work to be reviewed next month.

Judge Christy Dyer motioned for the Board of Directors to authorize the Executive Director to approve amendment 1 to Wiley Hicks' contract for chiller installation work as the Construction Manager at Risk. Commissioner Pat Sims seconded the motion; the motion carried with a unanimous vote.

17. OPEN DISCUSSION

18. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Comments from the Executive Director.
- B. Report on the following recent Planning Commission sponsored regional meetings:
 - 04/25/2025 – AAA Certified Ombudsman Volunteer Training
 - 05/07/2025 – AAA Caregiver Educational Support Group
 - 05/07/2025 – WFD Panhandle Workforce Development Board Executive Committee
 - 05/13/2025 – LGS Panhandle Rural Transportation Planning Organization
 - 05/13/2025 – AAA OAM Proclamation Reading
 - 05/14/2025 – AAA Older Americans Month Celebration
 - 05/15/2025 – LGS Region-1 Canadian Upper Red Flood Planning Committee Meeting
 - 05/20/2025 – AAA Senior Ambassadors Coalition General Monthly Meeting
- C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
 - 05/30/2025 – AAA Welcome Partner Networking Breakfast
 - 06/11/2025 – AAA June Elder Abuse Awareness Event
 - 06/17/2025 – AAA Destination Medicare AM
 - 06/18/2025 – LGS Panhandle Regional Organization to Maximize Public Transportation Meeting

- 06/19/2025 – AAA Destination Medicare PM
- 06/19/2025 – AAA Protecting Your Personal Information
- 06/26/2025 – AAA Services Spanish
- 06/26/2025 – PRPC Board of Directors Meeting

19. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:14 pm.



Judge Nancy Tanner, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Mayor Pat Sims, Vice Chairman
Panhandle Regional Planning Commission
Board of Directors