

**PANHANDLE REGIONAL PLANNING COMMISSION**

**BOARD OF DIRECTORS MEETING MINUTES**

**MAY 22, 2025**

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, May 22, 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. 8<sup>th</sup> Ave., Amarillo, Potter County, Texas.

**MEMBERS PRESENT:**

- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Shawn Ballew, Oldham County Judge
- Nancy Tanner, Potter County Judge
- Pat Sims, Commissioner, City of Dumas
- Moses Campa, Citizen Representative, City of Pampa
- Oscar Ostos, Citizen Representative, City of Amarillo
- Sal Rivera, Sheriff, Castro County
- Michael Clawson, Swisher County Judge
- Pat McDowell, Wheeler County Judge
- Kerry Symons, Mayor, City of Perryton
- Dan Looten, Carson County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Juan Cantu, Lipscomb County Commissioner

**MEMBERS ABSENT:**

- Kimberly Jones, Childress County Judge
- Mac Smith, Canadian River Municipal Water Authority
- Winston Sauls, Citizen Representative, City of Borger
- Ronnie Gordon, Hartley County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Christy Dyer, Randall County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Greg Lewellen, Mayor, City of Friona
- Tobe Shields, Mayor, City of Spearman
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. Alex Guerrero, Local Government Services Director; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Delaney Pruett, Regional Emergency Management Planning Program Coordinator; Mr. Shane Brown, Regional Emergency Communications & Preparedness Program Manager; Mr. Cullin Knutson, 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; Ms. Melissa Whitaker, Executive Assistant

**OTHERS PRESENT:** Blake Vineyard, Regional Deputy Director to Senator Ted Cruz; TDEM Staff.

**1. CALL TO ORDER**

Judge Nancy Tanner called the meeting to order at 1:38 p.m. and noted that a quorum was present.

2. **INVOCATION**

Mayor Kerry Symons gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mayor Buster Davis motioned to accept the minutes from the Board of Directors meeting held on April 24, 2025. Judge John Howard seconded the motion; the motion carried by unanimous vote.

5. **PRPC AUTHORIZATION OF AMENDMENT 2 TO PROJECT MANAGEMENT CONTRACT WITH WILEY HICKS JR., INC FOR ASBESTOS REMOVAL AND THE NECESSARY NOTIFICATIONS AND MONITORING**

Mr. Mike Peters informed the Board of Directors that during the October 24th PRPC Board Meeting, the PRPC Board approved a contract with Wiley Hicks Jr. Inc. to serve as a project manager at risk to coordinate the many necessary projects to improve the PRPC Building. The asbestos abatement project was advertised separately as the work required separate, unique qualifications for this type of work. Work proposed with Amendment 2:

- Notifications and clearances to the State of Texas,
- Removal of all asbestos in project areas,
- Air Monitoring and closeout documentation.

The Board packet included a letter requesting Amendment 2 to Wiley Hicks' contract for an additional guaranteed maximum price of \$26,544.00 to perform the work items listed above. We expect this to be the final amendment to the contract.

Judge Dan Looten motioned for the Board of Directors to authorize the Executive Director to approve Amendment 2 of Wiley Hicks, Jr. Inc's construction manager at risk contract for asbestos removal and the necessary notifications and monitoring. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

6. **PRPC VOUCHERS FOR THE MONTH OF APRIL 2025**

Judge Pat McDowell motioned to approve the vouchers for the month of April 2025. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

7. **PRPC INVESTMENT FUNDS MONTHLY REPORT**

Mr. Trent Taylor informed the Board of Directors 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>3/31/2025</u>	Balance@ <u>4/30/2025</u>	30-Day Avg. Rate
PRPC's Money Market Fund	\$745,259	\$746,791	2.530%
9-1-1's Money Market Fund	<u>172,773</u>	<u>173,128</u>	2.530%
Total MMIA Funds	<u>\$918,032</u>	<u>\$919,918</u>	
Other Investments:			
Texas Class	\$3,492,620	\$3,505,376	4.436%
Texas Class Government	1,017,138	1,020,701	4.255%
LOGIC	<u>1,421,397</u>	<u>1,426,597</u>	<u>4.451%</u>
Total Invested Funds	<u>\$6,849,187</u>	<u>\$6,872,593</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.

Judge Michael Clawson motioned for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

8. **WORKFORCE DEVELOPMENT PROCUREMENT CONTRACT TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES IN THE PANHANDLE**

Mr. Marin Rivas informed the Board of Directors that the fourth and final renewal of PRPC's current contract with the Huxford Group, LLC to deliver workforce development and child care services, funded under the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), and the Child Care and Development Fund (CCDF), will end on September 30, 2025. The Panhandle Workforce Development Board's Executive Committee met on March 17, 2025 and, following a review of a Request for Proposals (RFP) for qualified providers to deliver services which support the Board's mission to connect employers with a skilled workforce and ensure access to quality child care services for eligible families, authorized Workforce Development staff to proceed with the procurement process for a new contract. On March 19th, staff issued the Request for Proposals (RFP) sent to 17 potential vendors, and notices were published in the Texas Register and the Amarillo Globe-News. Although two entities responded with a Letter of Intent to Propose, only one proposal was received by the April 30th deadline for submission, from the Huxford Group, LLC, an Amarillo-based business established by Mr. Trent Morris, and the current contractor providing services. PRPC is the company's sole customer. Following the required procurement process, Workforce Development staff reviewed and scored the proposal, giving the Huxford Group's proposal scoring that averaged between the three members of the Evaluation Team, 78 out of a possible score of 100. The Huxford Group's submission proposes a Total Management and Operations Budget of \$4,103,521.29 and met or exceeded expectations in all critical areas.

The Panhandle Workforce Development Board's Executive Committee met again on May 7th and reviewed the Evaluation Team's analysis and scoring. The Committee members developed the recommendation, to present to the full Panhandle Workforce Development Board requesting concurrence in the May 21st meeting, to award and begin negotiations for a proposed four-year contract, initially to begin on October 1, 2025 through September 30, 2026, with up to three additional annual renewal options pending performance and funding, as allowed by the Texas Workforce Commission (TWC), the workforce development and child care programs' funding source.

Upon concurrence, the recommendation to award and begin negotiations for a contract, is also being presented to the Panhandle Workforce Development Consortium's Governing Body in its quarterly meeting on the morning of May 22nd, and also to the PRPC Board of Directors in this May 22nd meeting in the afternoon.

Judge John Howard motioned for the PRPC Board of Directors to vote to authorize the Executive Director to award and begin negotiations for a proposed four-year contract, initially to begin on October 1, 2025, through September 30, 2026, with up to three additional annual renewal options pending performance and funding to Huxford Group, LLC, to deliver workforce development and child care program services in the Panhandle Workforce Development Area. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

9. **REGIONAL SERVICES APPROVAL TO ENGAGE OCB ARCHITECTURE FOR SERVICES RELATED TO THE DISASTER HOME PROGRAM**

Mr. Cullin Knutson informed the Board of Directors that The Disaster HOME Program is a federal program that jurisdictions can only participate in if they have a declared disaster event occur in their jurisdictions. Currently, PRPC staff is working with the

City of Perryton to Administer the Disaster HOME Program, to aid survivors of the 2023 tornado in returning to their homes. The HOME Investment Partnerships Program (HOME Program or HOME) is funded by the U.S. Department of Housing and Urban Development (HUD), and is administered through the Texas Department of Housing and Community Affairs. The tornado that affected the City of Perryton was declared a disaster by Governor Abbott on June 16th, 2023. This grant program allows sub-recipient management costs to be utilized for the administration of the project. These funds are provided at 100% federal cost-share; there is no local match required for the administration costs. As part of the requirements set forth by this grant program, PRPC solicited a Request for Qualifications (RFQ) from area architecture firms to evaluate the best architect to deliver on the requirements of the program to provide single-family housing design and professional services. After the mandatory time for solicitations was met and Statements of Qualification received, PRPC staff met with the Perryton Long Term Recovery Committee (LTRC) to evaluate the four respondents. After scoring the respective firms for responsiveness, experience, history, approach, and presentation, it was determined that OCB Architecture was the best fit for the program. PRPC Staff has independently evaluated all of the participating firms and has found that the selection of OBC Architects to be a sound decision by the LTRC. Additionally, it was found that OBC was the only firm to provide us with experience that illustrates an ability to work within grant-based programs, such as their work with West Texas Hero Homes and Habitat for Humanity. A draft Agreement for Professional Services will be provided for review. PRPC Staff has set a meeting with OCB Architecture on Monday, May 16th, 2025, to establish next steps and engage in discussions concerning an Agreement for Professional Services.

Mayor Cole Stanley motioned for the Board of Directors to consider the approval and authorization of the Executive Director to execute an Agreement for Professional Services with OBC Architecture for services related to the design of single-family housing units for the Perryton Disaster HOME Program. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

**10. LOCAL GOVERNMENT SERVICES INTERLOCAL AGREEMENT WITH THE CITY OF HEREFORD FOR STRATEGIC PLANNING SERVICES**

Mr. Alex Guerrero informed the Board of Directors that the Local Government Services Staff will continue its efforts to assist local governments with strategic planning services to help improve operational effectiveness, align resources, and pursue targeted infrastructure and grant opportunities. Since 2008, PRPC's LGS Department has provided this service to several communities and entities throughout the Texas Panhandle. The City of Hereford has expressed a desire to work with PRPC in preparing a Strategic Plan focused on aligning municipal departments with infrastructure and budget priorities, cataloging city-owned assets, identifying funding opportunities, and improving cross-departmental coordination.

PRPC will lead and facilitate the development of a strategic plan that includes:

- A full inventory of city-owned infrastructure, assets, and operational systems
- Interviews and working sessions with the City Manager and department heads
- A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to assess internal capacity and service challenges
- Development of strategic priorities and SMART objectives with department-level alignment
- A list of high-impact, funding-ready projects, with associated grant program suggestions (e.g., CDBG, TWDB, EDA, USDA)
- A final, formatted strategic plan with implementation guidance

The project will be completed over a 24-week period (approximately 6 months), leading to a formal presentation to the Hereford City Commission. The plan will serve as a guide for city leadership in managing priorities, applying for grants, and building long-term sustainability.

Mayor Kerry Symons motioned for the Board of Directors to authorize the Executive Director to execute an Interlocal Agreement for Professional Services with the City of Hereford to carry out and deliver a strategic plan as outlined. Mayor Buster Davis seconded the motion; the motion carried by unanimous vote.

**11. CONSIDERATION OF A RESOLUTION THANKING MR. JOE MINSHEW WITH TDEM**

Mr. Mike Peters informed the Board of Directors that it had recently been brought to PRPC's attention that Mr. Joe Minshew, with the Texas Department of Emergency Management (TDEM), has decided to retire from the agency effective June 13th, 2025, after serving in this role for 14 years. Joe has been deployed to every region of the state.

Some of the many incidents Joe has assisted with:

- The Uvalde Mass Fatality Incident
- West Fertilizer Plant Explosion
- Operation Lone Star Border Operations
- Hurricane Harvey
- Perryton Tornado
- Smoke House Creek Wildfire

Prior to his work with TDEM, Joe worked with the Texas Department of Agriculture (TDA) for 13 years inspecting seed fields, measuring grain elevators, checking scales, and gas pumps.

Judge John Howard motioned for the Board of Directors to approve the resolution to recognize all of the many years of support from Mr. Joe Minshew. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

**12. OPEN DISCUSSION**

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

A. Comments from the Executive Director.

Congratulations to each of you who were reelected. Mayor Cole Stanley of Amarillo and Commissioner Pat Sims was elected as the Mayor for the City of Dumas. Ms. Yolanda Robledo, Alderwoman of the City of Bovina, decided not to run for office this year. As she serves as one of the three minority elected official representatives, we need to find another to replace for her position on the Board. Recommendations are welcome for this PSA, please let Melissa or me know as soon as possible. Currently, we are beginning to take calls on the new 9-1-1 equipment, and the vendors are actively testing this new technology. We will also be taking bids for the Workforce building parking lot next week. We are scheduled to meet again on June 26th.

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

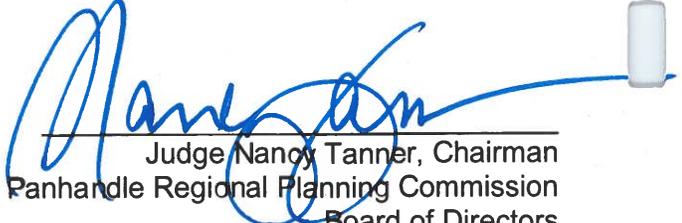
C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 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

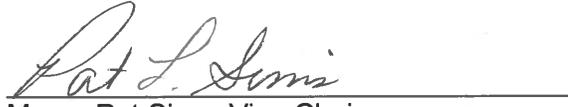
**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:19 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