

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

JULY 24, 2025

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, July 24, 2025. This meeting was held in hybrid format by videoconference pursuant to 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:

- Dr. John Howard, Donley County Judge
- Nancy Tanner, Potter County Judge
- Pat Sims, Mayor, City of Dumas
- Sal Rivera, Sheriff, Castro County
- Kimberly Jones, Childress County Judge
- Christy Dyer, Randall County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Isabel "Izzy" Carrasco, Parmer County Judge
- Winston Sauls, Citizen Representative, City of Borger
- Ronnie Gordon, Hartley County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Tobe Shields, Mayor, City of Spearman
- Shawn Ballew, Oldham County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Pat McDowell, Wheeler County Judge
- Dan Looten, Carson County Judge
- Mitchell Locke, Roberts County Judge

MEMBERS ABSENT:

- Mac Smith, Canadian River Municipal Water Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Greg Lewellen, Mayor, City of Friona
- Kerry Symons, Mayor, City of Perryton
- Moses Campa, Citizen Representative, City of Pampa
- Michael Clawson, Swisher County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Juan Cantu, Lipscomb County Commissioner

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Jaden Eder, Accounting Administration Assistant/Human Resources; Mr. Alex Guerrero, Local Government Services Director; Ms. Abby Sanders, Local Government Services Program Specialist; Ms. Lori Gunn, Regional Services Director; Ms. Delaney Pruett, Regional Emergency Management Planning Program Coordinator; Mr. Cullin Knutson, Regional Services Program Specialist; Mr. Arwin Lohony, Regional Government Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Phillip Thomas, TDEM County Liaison Officer; Mr. Brandon Mason, TDEM Region 1 Section Chief

1. CALL TO ORDER

Judge Nancy Tanner called the meeting to order at 1:31 p.m. and noted that a quorum was present.

2. INVOCATION

Judge John Howard 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 June 26, 2025. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

5. PLANNING & SERVICE AREA 2 MEMBERSHIP MEETING – BOARD MEMBER

Mr. Mike Peters informed the Board of Directors that a vacancy currently exists on the Board of Directors of the Panhandle Regional Planning Commission from Planning and Service Area (PSA) 2. Mayor Buster Davis had held the seat, but with great sadness, the seat now sits vacant. The Planning Commission Bylaws Article VI, Section 8 calls for vacancies on the Board of Directors to be filled as follows: 1. Vacancies of the Planning and Service Area elected officials shall be filled for the remainder of the unexpired term by an election of the members of that Planning and Service Area at their first meeting following the vacancy. 2. Vacancies of appointed representatives shall be filled by the Chairperson, with the advice and consent of the Board of Directors. The seat must be filled by a local elected official (city or county) from the Hansford, Hemphill, Hutchison, Lipscomb, Ochiltree, and Roberts County area. These seats are normally filled on a three-year rotating basis at the PRPC Annual Meeting. However, given the unexpired term, it is important to ensure that PSA 2 is fully represented on the PRPC Board of Directors. Local government officials from PSA 2 have been notified of this public meeting for the selection of a new PRPC Board Member. Under this agenda item, a breakout session will be established for PRPC Board Members and representatives of the local governments in PSA 2 to meet independently to select a new Board Member from the service area. At the conclusion of the breakout session, the PSA 2 membership shall present the new Board Member to the PRPC Board of Directors.

Mr. Winston Sauls and Mayor Tobe Shields approved the election of Mitchell Locke, Roberts County Judge from PSA 2, to fill the vacancy of the unexpired term on the PRPC Board of Directors. Judge John Howard and Judge Dan Looten ratified the election of Judge Locke to the Board. The Board recognized the new PSA 2 Board of Directors Member brought forth by the PSA 2 membership.

6. PRPC VOUCHERS FOR THE MONTH OF JUNE 2025

Judge Christy Dyer motioned for the Board of Directors to approve the vouchers for the month of June 2025. Mr. Winston Sauls 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@ 5/31/2025	Balance@ 6/30/2025	30-Day Avg. Rate
PRPC's Money Market Fund	\$898,356	\$1,599,407	2.670%
9-1-1's Money Market Fund	35,660	47	1.610%
Total MMIA Funds	<u>\$934,016</u>	<u>\$1,599,454</u>	
Other Investments:			
Texas Class	\$3,518,523	\$3,531,275	4.402%
Texas Class Government	1,024,359	1,027,914	4.215%
LOGIC	<u>1,431,955</u>	<u>1,437,146</u>	<u>4.411%</u>
Total Invested Funds	<u>\$6,908,853</u>	<u>\$7,595,789</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 Pat Sims 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.

8. 2025-2026 PRPC PERSONNEL CLASSIFICATION, PAY PLAN, AND JOB DESCRIPTION DOCUMENT ADOPTION

Mr. Trent Taylor informed the Board of Directors that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996. On an annual basis since 1997, the Board has approved several relatively minor amendments to the PRPC's classification and pay plan system, primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature. In order for us to keep our classification and pay plan system current, it is necessary to present an updated document to the Board of Directors on an annual basis for review and approval. The 2025 – 2026 version is included in your packet. In general terms, the classification, pay plan and job descriptions document is intended to:

- comply with Chapter 391, Local Government Code, regarding the required adoption of a classification/salary schedule by the PRPC (Sec. 391.0117);
- properly describe the duties, responsibilities, and necessary qualifications for positions at PRPC;
- assist employees and job applicants in understanding each job and the relationships among jobs;
- group similar positions that can be described by the same job title and assign these to pay groups with other positions that should be paid approximately the same;
- provide an organized system of pay groups and steps to be used to (1) assure equal pay for equal work; and (2) reward employees for exceptional performance with merit pay increases; identify "career ladders" through which employees can advance to increasingly more responsible positions; and
- establish procedures for administering and updating the document.

The primary revisions for 2025 – 2026 include:

- 1) The establishment of the following positions and their associated job descriptions:
 - Accounting Systems Program Specialist (HR/Payroll Specialist)
 - Regional Service Emergency Program Specialist
 - Workforce Development Program Specialist – WIOA Enrollment Liaison
- 2) The following job descriptions are removed:
 - HR/Payroll Coordinator
 - Regional Services Program Coordinator (Solid Waste & Criminal Justice Program)
 - Area Agency on Aging Nutrition and Transportation Program Specialist
 - Area Agency on Aging Benefits Ombudsman Program Administrative Assistant
 - Area Agency on Aging Public Education Administrative Assistant
 - Workforce Development Student HireAbility Navigator Program Specialist

All new and activated job descriptions can be found on the blue pages of the enclosed Integrated Personnel Classification, Pay Plan and Job Descriptions document. In addition, those job descriptions that are newly inactive for the FY25-26 budget are highlighted in yellow boxes on pages 7, 8 & 9 (other inactive positions are highlighted in gray boxes) – "Inventory of Positions". Judge Cristy Dyer requested that the COLA raise have more flexibility as in 1% increments rather than 2.5%.

Judge Dan Looten motioned for the Board of Directors to adopt the 2025 – 2026 Integrated Personnel Classification, Pay Plan and Job Descriptions document as proposed. Mr. Winston Sauls seconded the motion.

9. PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL

Mr. Trent Taylor informed the Board of Directors that the PRPC currently provides group

health care coverage to its employees through two options, both utilizing the BLBS Plans as part of an overall benefit package. Regular full-time employees and regular part-time employees who work 20 or more hours per week may participate in the plan, with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 38 employees on the employee plan, and 5 employees electing dependent coverage. Due to our large number of claims in the previous year, we had various providers refuse to quote our group. Our agent has stated we need a full 12 – 24 months of improved claims experience before we are able to get a better rate. We will have to stay on the larger plan for the coming year to get other options. We are recommending offering the same two choices for our employees to choose from. The first would be a co-pay plan with a \$3,850 deductible and a max out-of-pocket of \$9,100. The alternate option would be an HSA plan with a \$4,100 deductible and a max out-of-pocket of \$7,000. This would increase premiums for PRPC by approximately 11.24%. We would fund an employee's HSA at \$50 per month, which is the difference in premiums between the two plans. The employees would contribute to this through their higher deductibles.

Mayor Tobe Shields motioned for the Board of Directors to authorize the Executive Director to execute the agreements with BCBS for the new plan year for the deductible and coinsurance amounts as described above, effective October 1, 2025. Mr. Winston Sauls seconded the motion; the motion carried with a unanimous vote.

10. LOCAL GOVERNMENT SERVICES APPROVAL OF CONSULTANT CONTRACT FOR TxDOT 2027-2031 5-YEAR PLAN UPDATE

Ms. Abby Sanders informed the Board of Directors that in April 2025, the Panhandle Regional Planning Commission (PRPC) was awarded \$215,000 by the Texas Department of Transportation (TxDOT) to develop a 5-Year Transportation Plan for the Texas Panhandle, covering the years 2027–2031. PRPC will lead the development and oversight of the plan, with consultant support focused on data analysis and project management. The consultant contract is proposed at \$48,976. A Request for Proposals (RFP) was issued, and four firms responded: KFH Group, Kimley-Horn, RLS and Associates, and Alliance Transportation. Proposals were reviewed by a scoring committee composed of three members of the Panhandle Organization to Maximize Public Transportation (PROMPT) Committee. The committee evaluated each proposal based on established criteria. Following a thorough review, the scoring committee selected KFH Group as the top-ranked consultant. This recommendation was presented to the PROMPT Board, which voted to advance the recommendation to the PRPC Board of Directors for approval.

Judge Isabel Carrasco motioned for the Board of Directors to approve awarding the consultant contract for the 2027–2031 5-Year Transportation Plan Update to KFH Group in the amount of \$48,976.00 and authorize the Executive Director to execute the contract and make any minor revisions necessary to finalize the agreement. Mayor Pat Sims seconded the motion; the motion carried with a unanimous vote.

11. LOCAL GOVERNMENT SERVICES APPROVAL OF FTA RIDE-SHARE VOUCHER PILOT PROGRAM AGREEMENT AND FUNDING CONTRIBUTION FROM THE CITY OF AMARILLO

Mr. Alex Guerrero informed the Board of Directors that since 2006, PRPC, through the Panhandle Regional Organization to Maximize Public Transportation (PROMPT), has identified access to non-emergency medical transportation as a regional need. To address this, PRPC applied for and was awarded federal funding in the amount of \$200,000 through the Federal Transit Administration's (FTA) Innovative Coordinated Access and Mobility (ICAM) Pilot Program in December 2021. Additionally, the Texas Department of Transportation (TxDOT) Public Transportation Division (PTN) reviewed and approved the project as eligible for up to \$40,000 in Transportation Development Credits (TDCs), which have been applied to satisfy the required local match, maximizing the use of federal funds. The goal of this project is to develop and pilot a Ride-Share Voucher Pilot Program in Amarillo that improves access to medical and essential services for seniors, persons with disabilities, and others facing transportation barriers. The pilot program combines a subsidized ride-share voucher system and an ADA-accessible vehicle to fill service gaps not covered by traditional public transit. PRPC has partnered with the City of Amarillo and Amarillo City Transit (ACT) to implement this program, leveraging PRPC's planning and administrative capacity and ACT's operational resources. The Ride-Share Voucher Pilot Program plans to operate for an estimated six months, beginning August 2025 through February 2026. Eligible

Amarillo residents may use vouchers subsidized by the program to access medical and essential services when fixed-route or demand-response transit is unavailable. ACT will operate the ADA-accessible vehicle procured under this program, maintain compliance with FTA guidelines, and oversee daily operations of the pilot. PRPC serves as the prime recipient of FTA funds, responsible for program design, monitoring, and federal compliance. The City of Amarillo has agreed to serve as a subrecipient and operator, ensuring the successful delivery of the program and sustaining its operations in partnership with PRPC.

Judge John Howard motioned for the Board of Directors to approve the Ride-Share Voucher Pilot Program agreement between PRPC and the City of Amarillo and endorse the City's commitment to fund the majority of the pilot with up to \$100,000 or more in matching funds. Staff further recommends authorizing the Executive Director to execute all necessary agreements and take any actions required to implement the pilot program as outlined, including any minor revisions necessary by FTA. Judge Shawn Ballew seconded the motion; the motion carried with a unanimous vote.

12. REGIONAL SERVICES ADMINISTRATIVE REGULATION AMENDMENT – CRIMINAL JUSTICE ADVISORY COMMITTEE

Ms. Lori Gunn informed the Board of Directors that the Regional Criminal Justice Grant Program is overseen by the Regional Criminal Justice Advisory Committee (CJAC). The CJAC was established and is regulated by the PRPC Administrative Regulation Number 34, which speaks to the Committee's purpose, authority, membership and meeting schedule. PRPC Administrative Regulation Number 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve three-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. Members may not serve more than two consecutive three-year terms. The Office of the Governor's Public Safety Office (PSO) contracts with PRPC each year to administer this regional program. In FY 2025, the Office of the Governor's Public Safety Office (PSO) amended the contract with the Councils of Government for their Criminal Justice Advisory Committees or CJAC. At this time, the make-up of the CJAC has more disciplines than our contract with PSO allows. In order to adhere to the current contract, PRPC needs to amend the Administration Regulation Number 34 to downsize from eleven (11) disciplines to seven (7). In addition, we need to amend the number required to adjust for the discipline change. The recommended Administrative Regulation Number 34 Amendment is attached to this agenda item for review.

Mayor Tobe Shields motioned for the Board of Directors to approve an amendment to PRPC Administrative Regulation Number 34 to amend membership composition. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

13. REGIONAL SERVICES CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn informed the Board of Directors that the main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division. Funding comes from a variety of state and federal sources, which include:

- VOCA Funds through the Victims of Crime Act;
- VAWA funds through the Violence Against Women Act;
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds; and
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act.

PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. Members may not serve more than two consecutive three-year terms.

This year, five members were up for appointment. PRPC staff have contacted all of the FY 2026 recommended appointees and all have confirmed that they are willing and able to serve. They include the following:

<u>Name</u>	<u>Title/Organization</u>	<u>Area of Interest</u>	<u>Committee Term</u>
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Lance Richburg	Police Chief, Pampa PD	Regional Law Enforcement Community Member	Appointment to 1st Full Term
Butch Blackburn	Sheriff, Donley County	Regional Law Enforcement Community Member	Appointment to 1st Full Term
Courtney Ma	Forensics Services Supervisor, Bridge CAC	Victim Services or advocating for the rights of victims	Appointment to 1st Full Term
Not Decided	District Attorney	Prosecution or Courts	Appointment to 1st Full Term
Not Decided	Concerned Citizen/Parent Organization	Other	Appointment to 1st Full Term

Judge Isabel Carrasco motioned for the Board of Directors to approve the nominated individuals for appointment to serve on the FY 2026 Regional Criminal Justice Advisory Committee. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

14. REGIONAL SERVICES PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn informed the Board of Directors that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two to twenty-eight PRPC-appointed members, and one to two standing positions held by representatives from the Texas Commission on Environmental Quality-Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region. Each year, approximately one-third of the appointed terms expire, and those members must either be replaced or reappointed. No member may serve more than two consecutive three-year terms. Currently, eleven individuals need to be appointed or reappointed to the RSWMAC to meet the PRPC administrative standards.

PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board. Those Individuals are:

<u>Name</u>	<u>Title/Organization</u>	<u>Committee Term</u>
Brittany Gomez	Public Works Director, City of Fritch	Appointment to 1 st term
Manuel Cruz	Street & Sanitation Supervisor, City of Dalhart	Appointment to 1 st term
Johnnie Williams	City Manager, City of Gruver	Appointment to 1 st term
Cary Rushing	Assistant Public Works Director, City of Pampa	Appointment to 1 st term
Russell Proctor	Public Works Director, City of Tulia	Appointment to 2 nd term
Justin Parker	City Manager, City of Spearman	Appointment to 2 nd term
Ramsay Hamm	Owner, Porter Waste Solutions	Appointment to 2 nd term

The other four slots will be provided at the board meeting, once PRPC staff confirms the nominee's willingness to serve. If the Board accepts these recommendations, the full composition of the RSWMAC will appear as shown in the attachment to this memo.

Mr. Winston Sauls motioned for the Board of Directors to appoint and/or reappoint the individuals listed in the slate of nominations above to serve on the Regional Solid Waste Management Advisory Committee. Mayor Pat Sims seconded the motion; the motion carried with a unanimous vote.

15. REGIONAL SERVICES FY2026/2027 REGIONAL SOLID WASTE MANAGEMENT PROGRAM CONTRACT

Ms. Lori Gunn informed the Board of Directors that Each biennium, the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer a Regional Solid Waste Management Program. The activities of the Grant Program are overseen by the Regional Solid Waste Management Advisory Committee (RSWMAC)

and the PRPC Board of Directors. Historically, at the beginning of each biennium, the funding allocation is developed by TCEQ with input from the Texas Association of Regional Councils, or TARC. The allocation is heavily favored for urban populated regions in the state. Those regions have seen an increase in their allocation from the last biennium, while the rural regions have seen reductions. Working in our favor, however, is that we have the largest backyard of any other council of government. Which means that the panhandle gets a bump in the allocation. PRPC has not yet received the contract from TCEQ will provide the contract for the FY 2026/2027 biennium. We have been told it is forthcoming ahead of the July board meeting. If they hold to that promise, I'll have the contract at your seats for the board meeting. Until then, we are operating off of the conversations that have occurred to date. The TCEQ has advised PRPC staff that the FY 2026/2027 allocation will be \$330,308.00 (\$165,154.00 per year) for the biennium. This memo includes the contract and select portions of the current Regional Solid Waste Management Plan for your consideration. Upon the Board's approval of the FY2026/2027 contract, we will follow up with the application for the funding. While this seems backwards from other funding agencies, TCEQ uses the application to develop budget categories after confirmation of the allocation is cleared up in the contract.

Judge Cristy Dyer motioned for the PRPC Board of Directors to approve the FY2026/2027 Regional Solid Waste Management Program Contract and direct the Executive Director to sign and submit to the TCEQ. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

16. REGIONAL SERVICES PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn informed the Board of Directors that PRPC Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests in the Texas Panhandle. Each year, approximately one-third of the appointed terms expire and those members must either be replaced or reappointed, with their 3-year terms beginning in June. When the PRPC Administrative Regulation was amended in 2006, the member term limits were removed (at the PREMAC's recommendation). Each PREMAC member may now serve indefinitely, as long as they are willing to serve and as long as the PRPC Board continues to reappoint them to the committee. PRPC staff failed to get a full slate of nominees at last month's meeting. So this agenda item fulfills the slate for the PREMAC.

Member Name	From	Discipline Area	Title
1. Nik Baucom	City of Friona	EMS Service Org	EMS Director
2. Undecided	Texas AgriLife	Pan Ag Interest	County Ext. Agent

If so appointed, as the case might be, the term for this individual would run from June 1, 2025 through May 31, 2028.

Mayor Pat Sims motioned for the PRPC Board of Directors to consider reappointing and/or appointing the individual whose name will be formally presented during your June 26, 2025, meeting to serve on the Panhandle Regional Emergency Management Advisory Committee. The term of these individuals would begin June 1, 2025, and end on May 31, 2028. Judge Isabel Carrasco seconded the motion; the motion carried with a unanimous vote.

17. REGIONAL SERVICES PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE 2026 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

Ms. Delaney Pruett informed the Board of Directors that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) annually reviews its operating procedures to determine if any changes should be made for the coming year. This is a requirement of the PRPC's interlocal agreement with the Homeland Security Grants Division of the Governor's Office and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the State Homeland Security Program (SHSP) funds allocated to the region in the year to come. The PREMAC met earlier this month and during that meeting, reviewed the procedures that had been used last year. Having considered the FY26 document, the PREMAC

decided that no changes need to be made.

If the recommendation below is approved, the primary principles that will continue guiding the PREMAC in developing its annual SHSP funding recommendations to the Board will be:

- The PREMAC goes through an annual program year planning process for a reason, and therefore, SHSP-funded activities must address a high-priority need identified in the region's current year Implementation Plan.
- These are regional funds, so each SHSP investment must result in a demonstrable benefit to the region.
- The sustainment of productive regional programs and the support of existing response teams that serve the entire region will be given greater consideration in the project prioritization process.
- The PREMAC does not believe disconnected projects will randomly knit themselves together to form a whole greater than its parts. Therefore, projects that do not provide a direct connection to an identified need or that do not provide an obvious benefit to the region will be given lower consideration in the prioritization process. Attached for your review is a copy of the Operating Procedures that were unanimously recommended for use by the PREMAC for the FY26 SHSP program year at their July 17th meeting.

Judge Shawn Ballew motioned for the Board of Directors to accept the recommendation of the Panhandle Regional Emergency Management Advisory Committee and approve the committee's FY26 Operating Procedures as presented. Mr. Phillip Self seconded the motion; the motion carried by unanimous vote.

18. REGIONAL SERVICES PANHANDLE REGIONAL MUTUAL AID AGREEMENT APPROVAL

Ms. Delaney Pruett informed the Board of Directors that Mutual aid agreements are plans for the sharing of resources between jurisdictions during an emergency or disaster. The first generation of the Panhandle Regional Mutual Aid Agreement (MAA) was approved by the PRPC Board in March 2004 and then updated in February 2014. It was later distributed to every city and county in the region for consideration of local approval. Subsequently, each jurisdiction in the region took action, adopting the agreement for their own use. Since that time, the regional MAA has been activated on numerous occasions and has been extremely useful in helping agencies to collectively minimize the loss of property/ lives that might have otherwise occurred without the agreement. It's time that the regional document is reviewed and/or updated. The Panhandle Regional Emergency Management Advisory Committee (PREMAC) has completed its review. There have not been any major updates from the state in terms of the State's mutual aid agreement; however, it is good practice to review ours. In addition, we have had several newly elected and/or hired local officials since the 2014 update. These officials need to review the MAA themselves, as mutual aid across the region has been occurring for so long that it has become second nature during an incident. We saw that firsthand in 2023 with the flooding, tornado in Perryton and again last year with the Smokehouse Creek and Windy Deuce wildfires. The PREMAC discussed the fact that the State no longer requires regions to maintain their own regional mutual aid agreement. They felt that it would be beneficial if the practice were continued in the Panhandle, particularly in light of how well the MAA has served the region since its inception. Attached for your review is a copy of the updated Panhandle Regional Mutual Aid Agreement, reviewed and recommended for regional approval by the PREMAC during a meeting held earlier this month. If the Board accepts PREMAC's recommendation, then, as we did in 2014, PRPC staff will send copies of the agreement out to every city/county in the region, asking them to consider the adoption of the updated agreement for use by their jurisdiction. This time, when the MAA is sent, local officials will also be notified that this time they have an option they did not have back in 2014. At their discretion, they can either elect to renew their participation in the regional MAA or they can accept the State's mutual aid plan for their own.

Judge Isabel Carrasco motioned for the PRPC Board of Directors to favorably consider endorsing the 2025 Updated Panhandle Regional Mutual Aid Agreement; approving its distribution to the region's cities and counties for regional use and encouraging all jurisdictions in the region to consider adopting the updated agreement for their own use. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

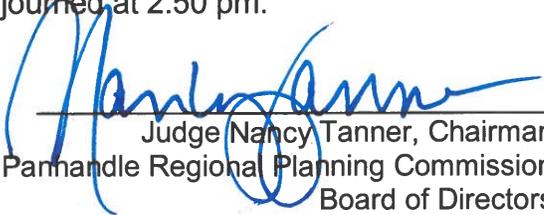
19. OPEN DISCUSSION

20. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Comments from the Executive Director. I would like congratulate Mr. Phillip Thomas in his new role as the District Chief with TDEM. The asbestos removal project is complete. This brought many hurdles, but we are making progress. It was great to see many of you at the Truth in Taxation workshop. It was also great to see many of the city representatives at the LGS Summit and TML meeting that happened this month. I think the LGS staff did a great job promoting resources that are available. Our next meeting is scheduled for August 28th, please see if you have any conflicts now, and we could pick an alternate date. Thank you again for serving on the PRPC Board. We all appreciate the time you take out of your routines to help us.
- B. Report on the following recent Planning Commission-sponsored regional meetings:
- 05/20/2025 – AAA Senior Ambassadors Coalition General Monthly Meeting
 - 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
- C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:
- 07/10/2025 – Region 1 Canadian-Upper Red Regional Flood Planning Committee
 - 07/14/2025 – Micro-Loan Committee Meeting
 - 07/16/2025 – Texas Panhandle Inspector Association Meeting
 - 7/17/2025 – Local Government Services Summit Event
 - 08/28/2025 – PRPC Board Meeting

21. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:50 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

