

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 25, 2025

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 4:00 p.m. on Thursday, September 25, 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:

- Nancy Tanner, Potter County Judge
- Pat Sims, Mayor, City of Dumas
- Kimberly Jones, Childress County Judge
- Christy Dyer, Randall County Judge
- Shawn Ballew, Oldham County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Dan Looten, Carson County Judge
- Mitchell Locke, Roberts County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Kerry Symons, Mayor, City of Perryton
- Michael Clawson, Swisher County Judge
- Ronnie Gordon, Hartley County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Tobe Shields, Mayor, City of Spearman
- Pat McDowell, Wheeler County Judge

MEMBERS ABSENT:

- Mac Smith, Canadian River Municipal Water Authority
- Greg Lewellen, Mayor, City of Friona
- Moses Campa, Citizen Representative, City of Pampa
- Winston Sauls, Citizen Representative, City of Borger
- Dr. John Howard, Donley County Judge
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Isabel "Izzy" Carrasco, Parmer County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Juan Cantu, Lipscomb County Commissioner

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. Paige Goodell, Local Government Services Manager; Ms. Sandra Arjona, Local Government Services Program Services; Ms. Brynna Burnett, Local Government Services Program Support Aide; Ms. Khasi Campos, Regional 9-1-1 Network Administrative Assistant; Mr. Arwin Lohony, Regional Government Services Program Specialist; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Ms. Jennifer Foster, District Director for Senator Charles Perry, Robert O'Connor, and Michael Keough

1. CALL TO ORDER

Judge Nancy Tanner called the meeting to order at 4:00 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 Pat Sims motioned to accept the minutes from the Board of Directors meeting held on August 28, 2025. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

5. **RESOLUTION THANKING FORMER REPRESENTATIVE FOUR PRICE**

Mr. Michael Peters asked the Board of Directors to consider a resolution thanking Former Representative Four Price for serving as the keynote speaker at the Panhandle Regional Planning Commission's 2025 Annual Meeting.

Judge Pat McDowell motioned for the Board of Directors to approve a resolution thanking Former Representative Four Price for speaking at the PRPC 2025 Annual Meeting. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

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

Mr. Trent Taylor informed the Board of Directors that the PRPC vouchers serve as tangible evidence of financial transactions, allowing review of all expenditures. This transparency builds trust and acts as a deterrent against fraudulent activities within our organization by requiring supporting documentation for every expenditure. August vouchers total \$2,640,779.99

Judge Ronnie Gordon motioned for the Board of Directors to approve the vouchers for the month of August 2025. Judge Dan Looten seconded the motion; the motion passed by unanimous vote.

7. **WORKFORCE DEVELOPMENT CHILD CARE CLASSROOM BOOKS, OUTDOOR EQUIPMENT, AND EXPANSION ACTIVITIES**

Ms. Heather Reid informed the Board of Directors that the Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care Quality and Child Care Quality 2% and 4% Activities Grants to provide Quality Improvement activities such as technical assistance, professional development, education materials, learning materials, and outdoor equipment for Texas Panhandle Child Care Providers. The PWDB has tasked its sub-recipient, Workforce Solutions Panhandle (WSP), with assisting local Child Care Providers with maintaining or increasing their Texas Rising Star rating. The PWDB's FY2025 Child Care Quality plan allowed for the support of 10 programs going through their Annual Monitoring Visit with the purchase of books to improve teacher-child interactions and environments of the facilities, 15 providers requesting assistance with outdoor equipment to improve the outdoor classroom, and 7 programs that have expanded their facility, opening up more classrooms and childcare capacity. Through Lakeshore Learning Materials, LLC, the providers will be able to select from a range of products, preselected by Workforce Development, giving each program the opportunity to purchase just what they need for their classrooms. For FY2025, a Child Care Quality Budget of \$1.138 million has been presented and accepted by the Child Care Advisory Committee. PWDB proposes to make purchases at this time, for Providers who are going through Annual Monitoring Visits, for providers requesting support with their outdoor environment, and providers that have expanding their facilities, all supporting Teacher-Child interaction and the learning environment. On August 27, 2020, the PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing governmental functions on behalf of the parties to the interlocal agreement. It conducts competitive procurements with in-house personnel and legal counsel to enable government agencies to make purchases using its purchasing contracts. The purchases for the project described above can be made

through the TIPS purchasing process. The total cost for this project is up to \$90,000.00, and the purchase will be paid with existing Workforce Development Child Care Quality funds.

Judge Dan Looten motioned for the Board of Directors to authorize the Executive Director to purchase the Books, Outdoor Equipment, and Child Care Learning materials as described from Lakeshore Learning, for the amount of no more than \$90,000.00, with grant funds from the TWC Workforce Development Child Care Quality grant. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

8. REGIONAL 9-1-1 ADVISORY COMMITTEE NOMINATIONS

Ms. Khasi Campos informed the Board of Directors that the Procedures and Policies of the Panhandle Regional 9-1-1 Network Advisory Committee call for members to serve staggered three-year terms, limited to two consecutive three-year terms. The terms of several members expired in August. In order that the committee maintain its full membership, it is necessary to consider the nomination of individuals to serve as representatives of their respective jurisdictions.

Nominations were made for the following agencies:

- Armstrong County-Dwayne Holt
- Collingsworth County – Jeff Arnold
- Oldham County – Billie Jo Miesner
- Donley County – Deana Phillips
- Moore County – Robin Grice (Continuing Membership)
- Sherman County – Kimberly Weatherly (Continuing Membership)
- Lipscomb County – Ben Eggleston (Continuing Membership)

Election of Officers to serve for the next year:

- Chair – Sidney Jordan, City of Borger
- Vice-Chair – Kris Hogan, Hemphill County

Mayor Tobe Shields motioned for the PRPC Board of Directors to approve the nominations as presented, and officer appointments to the Panhandle Regional 9-1-1 Network Advisory Committee. Judge Kimberly Jones seconded the motion; the motion carried by unanimous vote.

9. LOCAL GOVERNMENT SERVICES COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUND CONTRACT FY 25-26

Ms. Sandra Arjona informed the Board of Directors that since 2004, the Panhandle Regional Planning Commission (PRPC) has partnered with the Texas Department of Agriculture (TDA) to support non-entitlement cities and counties in our region through the Texas Community Development Block Grant (TxCDBG) Program. This collaboration enables PRPC to access Community and Economic Development Assistance Fund (CEDAF) funds, which are used to provide general assistance on TxCDBG-related matters. For the 2025 fiscal year, TDA has allocated \$14,580 in CEDAF funds to PRPC. These funds will support non-project-specific activities, including:

- Dissemination of Program Information
- Facilitation of a Grant Kickoff Meeting
- Fair Housing & Outreach Events

TDA formally notified PRPC of the 2025 CEDAF offer of funding on August 14, 2025, and requested an immediate response. Given the time-sensitive nature of the request, the Executive Director provided a provisional indication of acceptance to TDA, with the understanding that the final decision remains subject to the Board of Directors' approval. Judge Dan Looten motioned for the PRPC Board of Directors to authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY25/26 Community and Economic Development Assistance Fund Contract. Judge Michael Clawson seconded the motion; the motion was carried by unanimous vote.

10. LOCAL GOVERNMENT SERVICES REGION A PANHANDLE WATER PLANNING GROUP 2026 REGIONAL WATER PLAN AND 7TH CYCLE UPDATE

Mr. Jarian Fred informed the Board of Directors that on April 17, 1998, the Board of Directors approved an agreement with the Region A Panhandle Water Planning Group (PWPG) designating the Planning Commission as the administrative entity for the

regional water planning process. Since that time, Local Government Services staff have assisted the Panhandle Water Planning Group in the development of six regional water plans completed in 2001, 2006, 2011, 2016, 2021, and 2026.

Water Planning occurs in five-year cycles and includes:

- Projecting water demands over 50 years
- Assessing existing water supplies
- Identifying shortages and potential future needs
- Recommending water management strategies and projects
- Coordinating with water providers, cities, and landowners

Our work contributes to the Texas State Water Plan, which informs state water policy and funding decisions.

6th Cycle Update:

The 2026 plan was recently adopted at the September 24, 2025, Region A PWPG Meeting. PRPC Staff have posted the currently adopted 2026 Region A Regional Water Plan to the PWPG website, which can be accessed through the following link: <https://www.panhandlewater.org/region-a-pwpg/regional-water-plans>. The 6th Cycle Contract between TWDB and the PRPC is set to expire on August 31, 2026. Final payment requests and closeout for this grant contract will soon commence, following the adoption of the 2026 Regional Water Plan.

7th Cycle Update:

On September 24, 2025, during the Region A PWPG Meeting, the PWPG Board took initial steps in preparation for the start of the 7th cycle of water planning. The PWPG Board designated the PRPC as the Political Subdivision/RWPG Sponsor to administer the Panhandle (Region A) RWPG for the 7th cycle of Regional Water Planning for the development of the 2031 Regional Water Plan. Furthermore, the PWPG authorized the PRPC, as sponsor, to submit a grant application to the TWDB and to execute a contract with TWDB on behalf of the PWPG Region, for the initial funding of the 7th cycle of Regional Water Planning. Once the application is processed and a contract is prepared, PRPC staff will present a recommendation to this board to authorize the Executive Director to execute a contract with the Texas Water Development Board. Once the contract is executed, PRPC staff will begin the process of procuring a technical consultant, thus setting the foundation for the development of the 2031 Region A Regional Water Plan.

Mayor Kerry Symons motioned for the PRPC Board of Directors to authorize PRPC staff to serve as the designated sponsor for the 7th cycle of Regional Water Planning, for the development of the 2031 Region A Regional Water Plan, and authorize PRPC staff to prepare and submit a grant application to the TWDB for initial funding. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

11. REGIONAL SERVICES PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) PUBLIC SAFETY COMMUNICATIONS FACILITY LAND LEASE AGREEMENT

Ms. Lori Gunn informed the Board of Directors that the PRPC has again received funding under the Statewide Emergency Radio Infrastructure grant program to build four new PANCOM Towers. In our original grant application, we proposed to replace one of our more expensive tower sites. Because of the new owner, this will get even worse when the current tower lease ends next year and we have to renegotiate the terms. Mr. Terry Lindsey, a landowner in Hall County, is willing to lease us the land needed to build a 350-foot tower. Mr. Lindsey has property just down the street from our current location, and it's a little closer to Memphis, which will help with coverage. Mr. Lindsey will allow us to build our tower on his land at \$250.00 per month with no escalation, and we've offered to do the following in exchange:

1. PRPC will provide security fencing around the tower and shelter and install a gate in the fence from the highway.
2. PRPC would run electrical power to this new tower and would be responsible for paying all recurring utility costs.
3. PRPC will be responsible for ensuring the tower is kept appropriately insured and well-maintained.

Judge Ronnie Gordon motioned for the PRPC Board of Directors to authorize the Executive Director to execute the Land Lease Agreement with Mr. Terry Lindsey, which will enable the PRPC to build a new PANCOM tower in Hall County. Mayor Pat Sims seconded the motion; the motion carried by unanimous vote.

12. REGIONAL SERVICES TOWER LEASE AGREEMENT XCEL ENERGY FOR TOWER SPACE ON PRPC-OWNED TOWER

Ms. Lori Gunn informed the Board of Directors that in 2009, we purchased a 400-foot tower in Ochiltree County for \$10 from Suddenlink Communications. Along with this amazing deal came a couple of tenants. Xcel had a locked-in price from 2007 that would hold until a modification was made to the equipment on the tower. Excel wants to add a dish to the tower, which gives us the ability to rewrite their contract. At this time, the PPRC owns 11 towers with four more being built this coming year. In an effort to offset the cost of utilities, maintenance, and insurance, we make the towers available for others to lease space on.

Judge Mitchell Locke motioned for the Board of Directors to authorize the Executive Director to execute the Tower Lease Agreement with Xcel Energy. Judge Rank Cogdell seconded the motion; the motion passed by unanimous vote.

13. REGIONAL SERVICES FY24 STATE HOMELAND SECURITY GRANT PROGRAM AFIS EQUIPMENT & LICENSE TRANSFER APPROVALS

Ms. Lori Gunn informed the Board of Directors that AFIS is a law enforcement tool used to match fingerprints to people. It automates the otherwise time-intensive task of manually processing fingerprints taken from crime suspects or crime scenes. It is a powerful and effective investigative tool capable of quickly sifting through large fingerprint databases to produce a relevant candidate list of potential matches. The AFIS workstations are essentially where the comparison and matching of fingerprints occur. A trained fingerprint examiner will scan a set of prints found at a crime scene or taken from a suspect, and the AFIS software will then sort through the regional database and bring up a candidate list of prints that come closest to matching the examiner's set. The examiner must then determine if the crime scene/suspect's prints are among those on the candidate list. If not, the examiner can then extend the search into the DPS database.

With the upgraded software being installed with the PRPC's AFIS Upgrade project, the workstations can now match pictures (from security cameras, etc.) against arrestee photos stored in the databases. With regard to the first purpose of this item, SPEX Forensics, located in Edison, NJ, is the sole proprietor of the PrintQuest AFIS system on which the regional AFIS database and the AFIS workstations rely. We've been working with SPEX since the initial installation of the region's AFIS system in 2005. That year, the PRPC went through an extensive procurement process to determine which make/model of AFIS would best serve the region's needs. The SPEX equipment was deemed to be the "lowest/best" of all the equipment proposed and evaluated. SPEX equipment was used to create the 26-county AFIS system, and it's also being used to support the operation of the regional database. So, from point to point, the entire regional system has been built on SPEX equipment. In our FY24 AFIS Update SHSP grant applications, PRPC staff proposed to buy the software and licenses from SPEX and to purchase the equipment off the Department of Information Resources (DIR) State contract. With this transfer, the region now has updated workstations at the following twelve (12) locations. With each of these locations working with smaller agencies to get fingerprints submitted into the system.

Amarillo PD
Borger PD
Canyon PD
Childress County SO
Dalhart PD
Deaf Smith County SO

Dumas PD
Ochiltree County SO
Pampa PD
Parmer County SO
Potter County SO
Randall County SO

In order to complete the projects, PRPC will need to transfer the equipment & licenses shown on the tables below:

SPEX Software/Licensing Upgrades	No. Needed
AFIS On-site Installation, data transfer	1
For Workstation: AFIS Software License Upgrade	3
For Workstation: 12 Months Software Maintenance and Support	3
For Workstation: Face Recognition Option	3
For Mobile Handheld:	3
Software/Licensing Upgrades Costs:	\$80,235.00

DIR Equipment Needed	No. Needed
For Mobile: Fingerprint Scanner for Instant ID	3
For Workstation: Precision 3240 Compact Desktop	3
For Workstation: Epson Perfection 850 Pro Scanner	3
Equipment Costs:	\$20,319.63

Mayor Kerry Symons motioned for the PRPC Board of Directors to authorize the Executive Director to transfer title and ownership of the AFIS equipment listed above, purchased by the PRPC with State Homeland Security Program (SHSP) funding, over to the jurisdictions that govern the agencies now housing and using that equipment. Judge Christy Dyer seconded the motion; the motion passed by unanimous vote.

14. REGIONAL SERVICES AGREEMENT WITH NATIONAL EXERCISE PROGRAM FOR REGIONAL SEVERE WINTER WEATHER EXERCISE

Ms. Lori Gunn informed the Board of Directors that the National Exercise Program (NEP), a four-year cycle of exercises, is the primary national-level mechanism for validating national preparedness. As part of the National Preparedness System, the NEP is a key component in developing a culture of preparedness, empowering communities, and promoting resilience against threats and hazards Americans face. In early 2024, PRPC staff reached out to FEMA to request exercise support. Requests are open to all state, local, tribal, and territorial governments, but special consideration is given to underserved jurisdictions. Support will be tailored to the needs of the jurisdiction, in our case, the region, and can include assistance with exercise planning, design, scenario development, conduct, and evaluation in the form of subject-matter expertise, material production, and/or facilitation for selected exercises. We are excited to be chosen for the program, which helps us gain more experience with developing exercises that are worthwhile to the region. Last year, this board approved PRPC and the National Exercise Program (NEP) to execute a Technical Support Agreement. On October 15th, the region's local officials, emergency managers, first responders, VOAD organizations, and some state personnel will meet at the Civic Center here in Amarillo for the Severe Winter Weather Tabletop Exercise. Xcel Energy has graciously offered to sponsor lunch.

No action was taken as this is an informational item only.

15. 2025 MEMBERSHIP MEETING

Conduct of the Planning Commission's 2025 General Membership Meeting

16. ELECTION OF 2025-2026 OFFICERS AND EXECUTIVE COMMITTEE APPOINTMENT

Mr. Mike Peters informed the Board of Directors that the Panhandle Regional Planning Commission's nominating committee, consisting of Dr. Judge Howard, Judge Looten, and Mayor Shields, is recommending the following slate of officers for 2025-2026:

Chair: Mayor Pat Sims, City of Dumas

Vice Chair: Judge Kim Jones, Childress County

Secretary/Treasurer: Oscar Ostos, Minority Citizens Representative, Amarillo

In addition to the above, the PRPC Executive Committee recommendations are:
Judge Shawn Ballew, Oldham County

motioned for the Board of Directors to approve the nominating committee officer

recommendations of a Chair, Vice Chair and Secretary/Treasurer and PRPC Executive Committee appointment from the Planning Commission's Board for 2025-2026. Judge Mitchell Locke seconded the motion; the motion carried by unanimous vote.

17. OPEN DISCUSSION

18. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

Thank you all for your continued dedication and invaluable contributions, which are essential to our success. We have two remaining meetings scheduled for this year, and I would like to share the details with you. The next meeting is set for Thursday, October 23, 2025. Please let me know if this date presents any conflicts for you. Our final meeting of the year is tentatively scheduled for Thursday, December 4, 2025, in keeping with our tradition of meeting on the first Thursday of December. I'm pleased to share that on September 3, 2025, a new refrigeration unit was successfully installed on the roof via crane. Please note that I had previously referred to it incorrectly, and I appreciate your understanding as we finalize the connections. We are thrilled to announce that Judge Tanner has graciously provided the Auditorium in the Santa Fe Building for our upcoming meeting. This iconic venue, one of the finest in the Texas Panhandle, is located on the 11th floor. Restrooms are conveniently situated to the left (men's) and right (women's) of the stage, as you face it. Parking is available on the west side of the building. Upon arrival, please check in at the registration desk to collect your name tag. The social hour will commence at 6:00 PM, followed by the dinner service at 7:00 PM. We look forward to seeing you there and greatly appreciate your ongoing commitment.

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

- 09/04/2025 – AAA, Legal Awareness Seminar-Empowering Older Adults
- 09/04/2025 – LGS, Region 1 Canadian-Upper Red Regional Flood Planning Committee Meeting
- 09/10/2025 – AAA, Scams & Advance Directives
- 09/10/2025 – LGS, Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
- 09/15/2025 – AAA, Annual Senior Day at Tri-State Fair
- 09/17/2025 – AAA, Ready. Set. Thrive!
- 09/23/2025 – LGS, Groundwater Management Area (GMA) 1 Joint Planning Committee Meeting
- 09/24/2025 – LGS, Region A Panhandle Water Planning Group Full Committee Meeting
- 09/24/2025 – AAA, Advance Directives - Spanish
- 09/25/2025 – PRPC Board Meeting and Annual Meeting

C. Announcement on the tentatively scheduled Planning Commission sponsored regional meetings:

- 09/26/2025 – DRC, Family Law Training
- 10/02/2025 – DRC, Family Law Training
- 10/03/2025 – DRC, Family Law Training
- 10/08/2025 – AAA, Open Enrollment Training
- 10/22/2025 – RGS PREMAC
- 10/23/2025 – PRPC Board of Directors Meeting

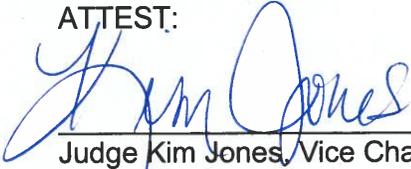
19. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:56 pm.



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

ATTEST:



Judge Kim Jones, Vice Chairman
Panhandle Regional Planning Commission
Board of Directors