

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 23, 2025

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, October 23, 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
- 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
- Tobe Shields, Mayor, City of Spearman
- Pat McDowell, Wheeler County Judge
- Dr. John Howard, Donley County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority

MEMBERS ABSENT:

- Greg Lewellen, Mayor, City of Friona
- Sal Rivera, Sheriff, Castro County
- Isabel "Izzy" Carrasco, Parmer County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Juan Cantu, Lipscomb County Commissioner
- Oscar Ostos, Citizen Representative, City of Amarillo
- Aldo Gallegos, Citizens Representative, City of Cactus

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Brynna Burnett, Local Government Services Program Support Aide; Mr. John Schaumburg, Regional 9-1-1 Network Director; Ms. Khasi Campos, Regional 9-1-1 Network Administrative Assistant; Ms. Lori Gunn, Regional Government Services Director; Mr. Arwin Lohony, Regional Government Services Program Specialist; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Ms. Delaney Pruett, TDEM, Mr. Caylen Ingham

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

Judge Dan Looten gave the invocation.

3. PUBLIC COMMENT

No public comments were made.

4. MINUTES

Judge Ronnie Gordon motioned to accept the minutes from the Board of Directors meeting held on September 25, 2025. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

5. MINORITY ELECTED OFFICIAL REPRESENTATIVE APPOINTMENT

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws require three minority elected officials from member general-purpose local governments. The term of office of the appointed representatives shall be a staggered three-year term.

Staff has reached out to Commissioner Juan Cantu to see if he is willing to continue to serve on the Board. Commissioner Cantu has agreed to continue his responsibilities on the PRPC Board of Directors. His new term will run from November 1st, 2025, until October 31st, 2028. We appreciate Commissioner Cantu's past and future contributions to the Planning Commission and the Texas Panhandle.

Judge Christy Dyer motioned for the Board of Directors to reappoint Commissioner Juan Cantu, representing Lipscomb County, to a three-year term on the PRPC Board of Directors as a Minority Elected Official Representative. Judge Rank Cogdell seconded the motion; the motion carried with a unanimous vote.

6. SPECIAL DISTRICT REPRESENTATIVE BOARD MEMBER APPOINTMENTS

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws call for two members, who represent special districts in the Panhandle, to serve on the PRPC Board of Directors. Staff has reached out to Mr. Mac Smith, who is representing the Canadian River Municipal Water Authority (CRMWA). Mr. Smith informed us that he would like to step down from the PRPC Board. We have reached out to Drew Satterwhite to see if they have another candidate. We would also like any additional suggestions from the Board or anyone who would be willing to serve. As per section 3, chapter 2 of the PRPC Bylaws explains what constitutes a special district: Special district governments, which shall mean independent and common school districts, water districts, hospital districts, sewer districts, and other special districts.

This is a non-action informational item only.

7. ESTABLISHMENT OF MINORITY ELECTIONS FOR PRPC BOARD OF DIRECTORS

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws state that the Board of Directors shall call one or more meetings of minority citizens during the first quarter of the fiscal year. The place and jurisdictional makeup of the meeting shall be reviewed annually. The meeting or meetings will be held to enable minorities to elect their own representatives to the Board of Directors. The Board of Directors needs to establish a date, time, and location for an election of minority citizens from Planning and Service Area 2 (Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree, and Roberts Counties). The PSA - 2 position of Mr. Winston Sauls is expiring. We will recommend a time and place to hold this election during the meeting. This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary/treasurer. The Board of Directors needs to establish a date, time, and location for an election of minority citizens from Planning and Service Area 5 (Childress, Collingsworth, Donley, Gray, Hall, and Wheeler Counties). The PSA - 5 position was filled by Lt. Moses Campa from the Pampa Police Department. He has decided to resign and will not be serving another term on the PRPC Board of Directors. We recommend holding a new election to fill this vacancy on October 30th, at Pampa City Hall at 5:05 PM. The address is 200 W Foster Ave, Pampa, TX 79065. This election will be published in all major newspapers serving the above counties. Any interested parties will be added to the ballot at the election and provided to the secretary/treasurer.

Judge Rank Cogdell motioned for the Board of Directors to approve the establishment

of a date, time, and location for a meeting of minority citizens from Planning and Service Area 2 and Planning and Service Area 5 for the purpose of electing a minority representative from each PSA to the Panhandle Regional Planning Commission Board of Directors. Judge Mitchell Locke seconded the motion; the motion carried by unanimous vote.

8. PRPC VOUCHERS FOR THE MONTH OF SEPTEMBER 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. September vouchers total \$2,746,357.84

Judge Nancy Tanner motioned for the Board of Directors to approve the vouchers for the month of September 2025. Judge John Howard seconded the motion; the motion passed by unanimous vote.

9. PRPC QUARTERLY INVESTMENT FUNDS 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. I submit the following for your approval.

	Balance@ 6/30/2025	Balance@ 9/30/2025	30-day Ave. Rate
PRPC's Money Market Fund	\$1,599,407	\$203,099	2.450%
9-1-1's Money Market Fund	47	480,918	2.390%
Total MMIA Funds	\$1,599,454	\$684,017	
Other Investments			
Texas Class	\$3,531,275	\$3,570,494	4.350%
Texas Class Government	1,027,914	1,038,921	4.189%
LOGIC	1,437,146	1,453,066	4.331%
Total Invested Funds	\$7,595,789	\$6,746,497	

The book value and the market value were the same for each fund listed above. Staff recommends that the Board of Directors review and accept the Planning Commission's Investment Funds Quarterly Report.

Judge Dan Looten motioned for the PRPC Board of Directors to approve the Investment Funds Quarterly Report as submitted. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

10. REGIONAL 9-1-1 FY25 Q4 QUARTERLY PERFORMANCE REPORT

Mr. John Schaumburg informed the Board of Directors that, as stipulated in the agreement between the 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.

Mayor Kerry Symons motioned for the PRPC Board of Directors to approve the FY25 Q4 Performance Report as submitted, covering the months June, July, and August. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

11. REGIONAL 9-1-1 CALL RECORDER MAINTENANCE CONTRACT

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network records all 9-1-1 traffic throughout the region. The recording infrastructure is changing slightly due to the call-handling equipment (CHE) migration to Carbyne Apex. Historically, the Regional 9-1-1 Network was required to have recorders at every site to record the outgoing lines at the remote sites. With the new Apex deployment, all incoming and outgoing traffic on sites that have been cutover to Apex will be recorded on Eventide recorders at the two host sites. In order to maintain the hardware, the Regional 9-1-1 Network has used the sole source maintenance vendor, Vista COM. The annual maintenance coverage for the two host sites is \$16,408.00 per site, totaling \$32,816.

Judge Pat McDowell motioned for the Board of Directors to authorize the Executive Director to enter into a contract for annual recorder maintenance with Vista COM, not to exceed \$32,816.00. Judge Kimberly Jones seconded the motion; the motion carried by unanimous vote.

12. LOCAL GOVERNMENT SERVICES INTERLOCAL AGREEMENT WITH THE CITY OF WHITE DEER 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 White Deer 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.

The project will be completed over approximately 12 weeks, leading to a formal presentation to the White Deer City Council. 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 White Deer to carry out and deliver a strategic plan as outlined. Mayor Tobe Shields seconded the motion; the motion carried by unanimous vote.

13. REGIONAL SERVICES 2025 REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW (SPR) APPROVAL

Ms. Lori Gunn informed the Board of Directors that annually, every Council of Governments in Texas must fulfill several planning requirements in order to maintain its region's eligibility to receive State Homeland Security Program grant funding in the coming year. Typically, all three plans have to be updated each year; they are:

1. Threat & Hazard Identification Risk Assessment (THIRA);
 2. Stakeholder Preparedness Review (SPR); and
 3. Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan
- This agenda item only addresses the first two of these plans. The third plan is not required to be updated this year as Texas DHS is undergoing a rewrite. However, the PREMAC wanted to update it, and therefore, it will be presented at the December Board Meeting. These plans are all developed in sequence under the direction of the PREMAC. The THIRA is used to test the region's preparedness capabilities against worst-case scenarios that could plausibly occur in the Panhandle.

An evaluation was done to assess the region's current ability to cope with these types of situations within the context of the core capabilities comprising FEMA's National Preparedness Goal. The National Preparedness Goal describes a vision for preparedness nationwide and identifies the core capabilities necessary to achieve that vision across the five mission areas—Prevention, Protection, Mitigation, Response, and Recovery. The Preparedness Goal is made up of 32 core capabilities.

Based on the 6 scenarios, the PREMAC established a Panhandle-relevant target for each of these 32 capabilities, which they felt could be achieved within the next 3-5 years.

The PREMAC identified a reasonable target for each of these 32 core capabilities. The importance of these 32 elements is that FEMA considers having an appropriate mastery of all these capabilities as being essential to addressing the most critical risks to our nation and to our region. The primary purpose of the THIRA is met with the development of these regionally relevant core capability statements

In completing the Stakeholder Preparedness Review (SPR), the PREMAC weighed the region's current capabilities against the target capabilities developed for the THIRA. The difference between the target statements (which are basically goal statements) and the current capabilities exposed gaps that will have to be filled before those targets can be fully met. So, the SPR is used to identify the region's gaps by core capability, and they appear in the plan shown below. This example is for the core capability of Screening, Search, and Detection.

The Step 2 process is completed for each core capability, so there are 32 of these POETE tables in the SPR, identifying different activities and programs that could be undertaken to strengthen the region's ability to achieve the capability targets. The SPR concludes with the PREMAC's identification of the 3 core capabilities prioritized for sustainment in FY26, along with the 3 core capabilities prioritized for potential enhancements in FY26.

The SPR gap information is now being used to inform the development of the final plan that the region must complete to be eligible for FY26 SHSP funding – the THSSP Regional Implementation Plan. That document, which will be presented to you in December, will identify priority areas for FY26 funding based on the findings of the THIRA and the SPR. The PREMAC will meet on October 22 to review and consider the final drafts of the THIRA and SPR. The committee will approve both documents with recommendations provided below.

Judge Christy Dyer motioned for the Board of Directors to approve the Panhandle region's 2025 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review, as presented, and authorize the submission of these documents to the Office of the Governor, Homeland Security Grants Division by November 30, 2025. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

14. REGIONAL SERVICES FY2026-2027 REGIONAL SOLID WASTE MANAGEMENT PROGRAM APPLICATION RESOLUTION

Ms. Lori Gunn informed the Board of Directors that each year, the PRPC receives funds from the Texas Commission on Environmental Quality (TCEQ) to administer the Regional Solid Waste Grant Program. At the beginning of each biennium, PRPC must officially apply for and justify the funds necessary to administer the regional program. Before this application is submitted, the Board of Directors considers a resolution showing support for their region's Solid Waste Grants Program and for the submission of the application to TCEQ. Once the application is approved, it will become a binding part of the PRPC's contract with TCEQ for the FY2026/2027 biennium. For the FY2026/2027 Biennium, PRPC will apply for funds from the TCEQ. These funds will be utilized for staffing the administration of the Regional Solid Waste Grant Program, the Panhandle Environmental Partnership, as well as the implementation of grants in the region to support the goals of the Regional Solid Waste Management Plan.

Judge Nancy Tanner motioned for the Board of Directors to consider a resolution authorizing the submittal of the FY2026-2027 Regional Solid Waste Management Program Application and authorizing the Executive Director to sign the contract for the biennium. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

15. REGIONAL SERVICES TORNADO SAFE ROOM REBATE PROGRAM APPLICATION

Ms. Lori Gunn informed the Board of Directors that the Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. Authorized under Section 404 of the Stafford Act and administered by the Federal Emergency Management Agency (FEMA), the HMGP was created to reduce the loss of life and

property due to natural disasters. The program enables mitigation measures in the aftermath of a disaster and is activated when the president declares a disaster. The amount of dollars available for mitigation equals 15 percent of the amount FEMA spends to assist disaster survivors and communities in the recovery process. Since 2006, the PRPC has received over \$7 million through the HMGP to support the implementation of the Regional Residential Safe Room Rebate Program. The rebate program provides residents up to 50% of the cost of installing a tornado shelter in their home, in an amount not to exceed \$3,000. Over the past 12 years, nearly 3,000 shelters have been installed in homes throughout the Panhandle as a result of this program. On March 4, 2025, a federal disaster declaration was issued in response to the Post Fire. This disaster has been designated by FEMA as DR-5552. Federal funding coming to the State will be used to assist with the recovery efforts, with 15% allocated for the availability of HMGP projects. While the jurisdictions in the disaster's impact area will be given priority for this funding, any jurisdiction in Texas with a FEMA-approved hazard mitigation plan is eligible to apply for these funds. The Texas Division of Emergency Management (TDEM) administers the HMGP grant program in Texas. PRPC plans to submit an application under DR-5552 to TDEM for funding to continue the Regional Residential Safe Room Program. The rebate program continues to be extremely popular in the Panhandle region, and it has always been operated on a first-come, first-served basis. There are no eligibility requirements for residents to participate in the program other than owning the home in which the shelter is to be installed, not lying within a flood plain, and having the means to pay for the shelter costs not covered by the FEMA grant. With this latest application, the PRPC is requesting around \$1.5 million in DR-5552 to install at least 500 more shelters in homes across the Panhandle. Typically, the HMGP requires a 25% match by the grantee, but that is not the case with the Individual Safe Rooms projects. No match would be required of the PRPC; instead, the match will be met by the residents who are receiving the shelter rebates. All-in-all, the shelter program has been extremely beneficial to the Panhandle region, and we're hopeful it will continue to be so in the future.

Judge Rank Cogdell motioned for the Board of Directors to authorize, by resolution, the submission of a Hazard Mitigation Grant Program application to TDEM/FEMA under DR-5552 for funding to continue the operation of the Panhandle Regional Residential Safe Room Rebate Program. Judge Kimberly Jones seconded the motion; the motion carried by unanimous vote.

16. TEXAS ASSOCIATION OF REGIONAL COUNCILS' APPOINTMENT OF THE OFFICIAL BOARD REPRESENTATIVE

Mr. Michael Peters informed the Board of Directors that each Regional Planning Commission designates a Board Member and three alternates to serve on the Texas Association of Regional Councils (TARC) Board of Directors, to conduct business during the TARC meetings in Austin. The designated Board member of a council may designate any representative of the council he or she represents. Staff has discussed with Mayor Tobe Shields to see if he was interested in continuing to serve on this board as the PRPC Representative, and he indicated he was willing. As designated alternates, we would also like to nominate the following to serve in the event Mayor Shields is unable to attend: Michael Peters, Trenton Taylor, or Alex Guerrero

Judge Dan Looten motioned for the Board of Directors to designate Mayor Tobe Shields as the 2026 TARC Board Member representing the Panhandle Regional Planning Commission and select the above slate of alternates. Judge Pat McDowell seconded the motion. Mayor Toby Shields abstained; the motion carried with a sufficient number of votes.

17. TEXAS ASSOCIATION OF REGIONAL COUNCILS SERVICE FEES

Mr. Michael Peters informed the Board of Directors that the Texas Association of Regional Councils (TARC) is a voluntary organization comprising Texas's 24 regional councils. The current Staff Association dues are accurate as listed. The Member Service Fee is determined based on population and will be updated by the end of October. Last year, the Member Service fee was \$7,770.10, and it is expected to remain within a similar range for the upcoming period.

The TARC Member Service Fees 10/2025 – 9/2026	\$ 7,770.10 (estimated)
9-1-1 Coordinator's Association Fees	\$ 50.00
Criminal Justice Planners' Association Fees	\$ 30.00
Homeland Security Association Fees	\$ 25.00

Area Agency on Aging Fees

\$ 2,098.00

The Planning Commission's 2025-2026 TARC total estimated service fees are \$9,973.10; additionally, they charge approximately \$2,500 twice per year for conference meeting fees.

Judge Nancy Tanner motioned for the Board of Directors to authorize payment of the Panhandle Regional Planning Commission's 2025-2026 TARC Association service fees and meeting costs for October 2025 – September 2026. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

18. CLOSED SESSION – PERSONNEL MATTERS

Mayor Pat Sims called a closed session of the Board of Directors to discuss the performance and employment of the Executive Director as provided for under Texas Government Code, Chapter 551, Section 551.074.

19. RECONVENE PUBLIC SESSION

Mayor Tobe Shields and Judge Rank Cogdell called to reconvene the public session and consider action, if any, regarding the performance and employment of the executive director.

Mayor Kerry Symons moved for the board of directors to approve the action regarding the performance and employment of the Executive Director. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

20. OPEN DISCUSSION

21. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

I want to extend my sincere gratitude to everyone who attended our Annual Meeting and contributed to its outstanding success. A special thank you goes to Judge Tanner, Mayor Sims, and Judge Jones for their exceptional leadership and efforts.

We are proud to report that we achieved 100% membership participation from the region's cities and counties this year. Thank you for your continued support. Invoices for next year's dues will be distributed in the coming weeks.

We need to nominate individuals to serve on the Audit Committee for the upcoming term. Last year's members were: Judge John Howard, Judge Kim Jones, Winton Sauls (a replacement is needed), Juan Cantu, Oscar Ostos. We will nominate and confirm the committee at our next meeting.

Historically, this body has convened on the fourth Thursday of each month at 1:30 p.m. If any members would like to propose a different day or time for future meetings, we welcome discussion on this topic. As previously discussed, we will combine the November and December meetings due to the holiday season. The combined meeting is scheduled for Thursday, December 4, at 1:30 p.m. Thank you again for your engagement and commitment. I look forward to seeing you at the next meeting.

B. Report on the following recent 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

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

- 10/21/2025 – Safe Streets and Roads for All: SAFE-PAC
Committee Meeting

- 10/22/2025 – Region 1 Canadian Upper-Red Regional Flood Planning Executive Committee Meeting
- 10/22/2025 – Region 1 Canadian Upper-Red Regional Flood Planning Full Committee Meeting
- 10/29/2025 – PROMPT Committee Meeting
- 12/04/2025 – PRPC Board of Directors Meeting

22. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:47 pm.



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

ATTEST:



Mr. Oscar Ostos, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors