

**PANHANDLE REGIONAL PLANNING COMMISSION**

**BOARD OF DIRECTORS MEETING MINUTES**

**DECEMBER 4, 2025**

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, December 4, 2025. This meeting was held in a hybrid format via video conference, pursuant to Texas Government Code Section 551.127, with more than three counties in the State of Texas 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:**

- Nancy Tanner, Potter County Judge
- Kimberly Jones, Childress County Judge
- Christy Dyer, Randall County Judge
- Shawn Ballew, Oldham County Judge
- Mitchell Locke, Roberts County Judge
- Kerry Symons, Mayor, City of Perryton
- Tobe Shields, Mayor, City of Spearman
- Pat McDowell, Wheeler County Judge
- Dr. John Howard, Donley County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Juan Cantu, Lipscomb County Commissioner
- Oscar Ostos, Citizen Representative, City of Amarillo
- Ronae Bunn, Citizen Representative, Borger Chamber of Commerce
- Lt. Armando Renteria, Citizen Representative, City of Pampa

**MEMBERS ABSENT:**

- Greg Lewellen, Mayor, City of Friona
- Sal Rivera, Sheriff, Castro County
- Isabel "Izzy" Carrasco, Parmer County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Pat Sims, Mayor, City of Dumas
- Dan Looten, Carson County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Michael Clawson, Swisher County Judge
- Ronnie Gordon, Hartley County Judge

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Ms. Cristy Henderson, Finance Accounting Manager; Mr. Alex Guerrero, Local Government Services Director; Mr. Jarian Fred, Local Government Services Program Specialist; 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; Ms. Melissa Whitaker, Executive Assistant

**OTHERS PRESENT:** Mr. Winston Sauls, Assistant Director of Public Works, City of Borger Assistant Director of Public Works, Ms. Adriana Stowers, Regional Representative for Governor Greg Abbott

**1. CALL TO ORDER**

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

**2. INVOCATION**

Judge Shawn Ballew gave the invocation.

**3. PUBLIC COMMENT**

No public comments were made.

**4. MINUTES**

Mayor Tobe Shields motioned to accept the minutes from the Board of Directors meeting held on October 23, 2025. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote

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

Ms. Cristy Henderson 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. October vouchers total \$3,429,772.03

Judge Nancy Tanner motioned for the Board of Directors to approve the vouchers for the month of October 2025. Mr. Daniel Jackson seconded the motion; the motion passed by unanimous vote.

**6. REGIONAL 9-1-1 ECaTS MIS REPORTING SERVICE PURCHASE**

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network has used the Emergency Call Tracking System (ECaTS) for the Management Information System (MIS) regionwide. ECaTS is a cloud-based application that compiles data and allows for report generation from call detail records (CDR). Primarily, ECaTS is used for quarterly performance reporting and analytics pertaining to call volume and class-of-service. Additionally, ECaTS stores text records that can be queried through the interface. The region's migration to Carbyne's Apex Call-Handling Equipment solution provides access to call logs and text records through the Carbyne Control Center. This information, however, is not retroactive prior to the CHE migration. The Panhandle Regional 9-1-1 Network would like to maintain historical call logs and text records for a minimum of two years. In order to retroactively view historical data, the region must have active ECaTS modules. The ECaTS solution allows for call-logging redundancy, ease of reports for CSEC, and the necessary historical access. Intrado Life & Safety, Inc. (Intrado) has quoted HGAC Buy pricing for the region for two years, totaling \$165,527.76 (\$82,763.88 / yr).

Judge Mitchell Locke motioned for the Board of Directors to authorize the Executive Director to enter into a contract with Intrado Life & Safety, Inc., using HGAC Buy pricing not to exceed \$165,527.76 for two years of ECaTS MIS Reporting. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

**7. REGIONAL 9-1-1 CALL-HANDLING EQUIPMENT MAINTENANCE**

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network historically has contracted with a maintenance vendor to provide Call-Handling Equipment (CHE) maintenance for the region. The maintenance vendor is tasked with providing 24-hour phone support throughout the region, as well as preventative maintenance and physical response to CHE issues. A request for proposals (RFP) was advertised in October, and the Panhandle Regional 9-1-1 Network received two proposals. The two vendors were Western States Communications, Inc. (WSC) and TeamSOS. The proposals were reviewed and scored based on cost, experience, and likelihood of meeting performance goals. WSC scored higher based on their pricing (\$110,000/yr) and experience. WSC is our current maintenance vendor and maintains several other 9-1-1 Networks throughout the state. TeamSOS scored lower based on their pricing (\$154,320/yr – plus additional cost for time and materials if the cap was exceeded). The contract with WSC begins January 1<sup>st</sup>, 2026, and goes through December 31<sup>st</sup>, 2027, with two additional year options following the initial period.

Judge Nancy Tanner motioned for the Board of Directors to authorize the Executive Director to enter into a contract with Western States Communications, Inc. for CHE Maintenance not to exceed \$110,000 annually. Mr. Oscar Ostos seconded the motion; the motion carried by unanimous vote.

**8. REGIONAL 9-1-1 TEXT TO 9-1-1 SERVICE AGREEMENT**

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network is currently engaged in a contract with Intrado Life & Safety, Inc. (Intrado) to deliver Message Session Relay Protocol (MSRP) text-to-9-1-1 functionality for the regional Public Safety Answering Points (PSAPs). Since the inception of text-to-9-1-1 in the region in 2017, Intrado has provided reliable text delivery. The current contract with Intrado is set to expire on February 9<sup>th</sup>, 2026. The renewal cost, as set by the HGAC Buy (#EC07-23), is \$35,862.75 for year one and \$37,117.92 for year two of the contract, totaling \$72,980.67 for the duration of the two-year contract.

Judge Christy Dyer motioned for the Board of Directors to authorize the Executive Director to enter into a contract with Intrado Life & Safety, Inc. for Text 2 9-1-1 Services not to exceed \$72,980.67 for two years. Judge Pat McDowell seconded the motion; the motion passed by unanimous vote.

**9. LOCAL GOVERNMENT SERVICES INTERLOCAL AGREEMENT PROFESSIONAL SERVICES – OLDHAM COUNTY**

Mr. Jarian Fred informed the Board of Directors that Local Government Services staff have assisted many cities and counties in the Texas Panhandle with administrative and professional services, ranging from contractual recruitment services to strategic planning, master parks planning, application development, and procurement. Recently, Oldham County has formally requested the services of the PRPC to provide Consulting Management Services in relation to the Oldham County Annex Building Remodel Project. This contract will begin on January 5<sup>th</sup>, 2026, and proceed through January 5<sup>th</sup>, 2027, or the end of the project construction contract performance period with Oldham County (whichever is greater). The contract will be focused on ensuring that services can be rendered expeditiously and in a high-quality manner, allowing the County to move forward with a shovel-ready project quickly. Compensation will be rated at \$65.00 per hour, totaling \$30,000, to ensure that both parties mutually benefit from the agreement.

The following services are included and outlined in the interlocal agreement:

Consulting Management Services

1. Project Start-Up
2. Financial Management
3. Construction Management  
(Including facilitation of procurement activities, project management-related technical assistance, and stakeholder coordination)
4. On-Call Technical Assistance to County Staff

Oldham County has considered the PRPC's scope of services and has authorized an interlocal agreement to perform these services. The inclusion of this agenda item will allow the PRPC Board of Directors to consider entering into an interlocal agreement with Oldham County for PRPC to assist them in this process.

Judge John Howard motioned for the Board of Directors to authorize the Executive Director to execute an Interlocal Agreement Contract with Oldham County to assist in the consulting management services for the Oldham County Annex Building Remodel Project. Judge Nancy Tanner seconded the motion. Judge Shawn Ballew abstained; the motion passed with a sufficient number of votes.

**10. LOCAL GOVERNMENT SERVICES APPROVAL OF REVISED RIDE-SHARE VOUCHER PILOT PROGRAM AGREEMENT AND FUNDING CONTRIBUTION WITH 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 \$160,000 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 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 transportation to eligible participants that include Amarillo residents 65 or older, individuals with disabilities, and clients referred by partnering medical, workforce, and social service agencies, as well as women with dependent children requiring transportation for essential non-emergency medical, employment, or daily living. 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 is anticipated to operate for approximately six months, tentatively beginning in January 2026 and concluding in July 2026, in alignment with the FTA-approved project extension through October 1, 2026. PRPC serves as the recipient and program administrator of the FTA grant, responsible for overall design, monitoring, reporting, and federal compliance, while the City of Amarillo, through the Amarillo City Transit, serves as the operator and subrecipient under this agreement.

Judge John Howard motioned for the Board of Directors to approve the revised Ride-Share Voucher Pilot Program agreement between PRPC and the City of Amarillo, reflecting the City Council's approval of the partnership and funding commitment of up to \$150,000 or more in matching funds. Staff further recommends authorizing the Executive Director to execute the revised agreement and any future minor amendments required by the City or FTA to implement the program. Judge Nancy Tanner seconded the motion; the motion passed by unanimous vote.

**11. LOCAL GOVERNMENT SERVICES TEXAS REGIONAL BROADBAND PROGRAM - COG APPLICATION OF INTEREST**

Mr. Alex Guerrero informed the Board of Directors that the Texas Broadband Development Office (BDO), in partnership with the Texas Association of Regional Councils (TARC), has launched the Texas Regional Broadband Program (TRBP) to support regional broadband and digital opportunity planning across the state. This effort is funded through the Texas Broadband Infrastructure Fund created under the 88th Legislature. Under this program, each participating COG in Texas is eligible to receive approximately \$107,000 per year, for three years, to:

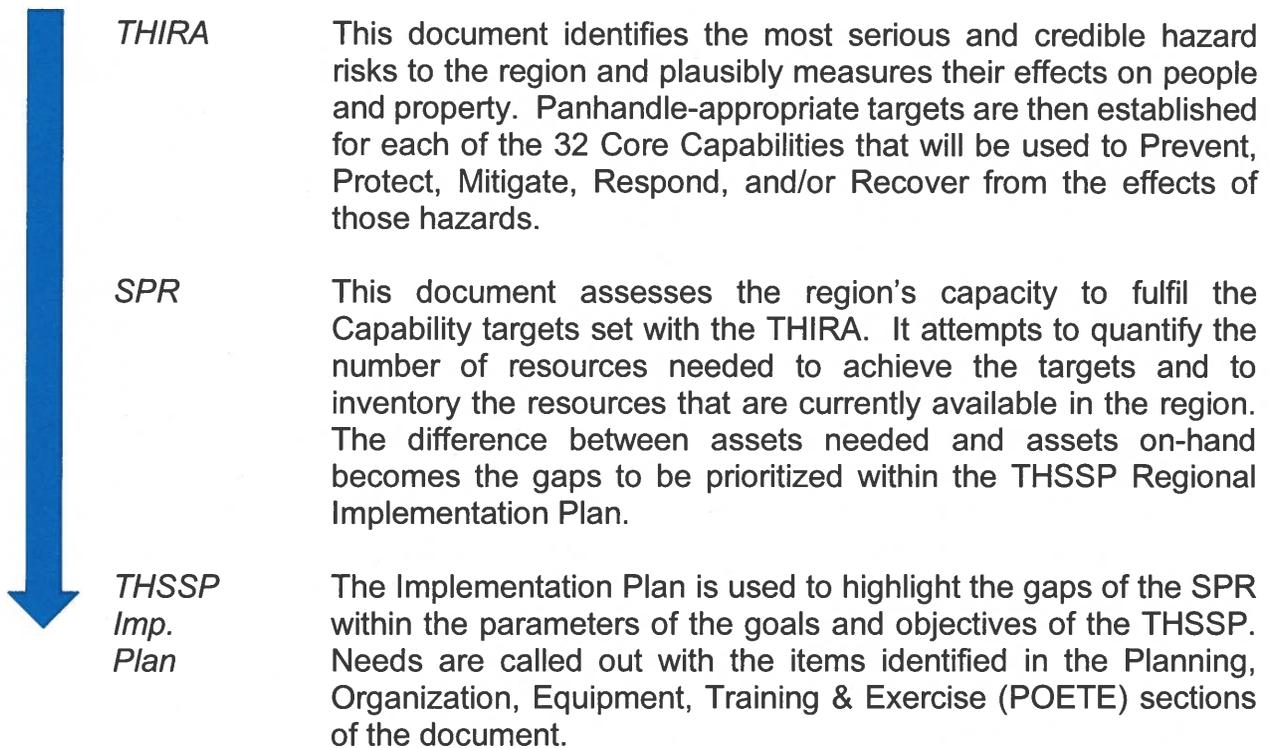
- *Develop or expand regional broadband and digital opportunity plans*
- *Lead outreach and coordination with communities, ISPs, schools, healthcare, and anchor institutions*
- *Support digital literacy, data collection, mapping and project facilitation*
- *Designate and support staff capacity devoted to broadband planning*
- *Participate in statewide trainings, reporting, and coordination with TARC/BDO/KPMG*
- *Implement regional activities that align with state broadband priorities*

The TRBP is being administered through an Interlocal Cooperation Contract between TARC and the Texas Comptroller of Public Accounts. PRPC's participation requires the submission of a COG Application of Interest, which is tentatively scheduled to be released on December 1, 2025, with a submission deadline of January 16, 2026. Participation in this program would provide dedicated funding to support PRPC's broadband planning efforts, enabling the agency to maintain regional leadership in broadband strategy, digital inclusion, community engagement, and technical readiness, particularly as the state prepares for large-scale broadband investments under BEAD and future infrastructure programs. PRPC would designate staff (or multiple staff, depending on program need) to carry out the activities described in the TRBP Plan Template, reporting tools, and logic model. All activity will be supported through a future COG Program Agreement between TARC and PRPC, pending acceptance of our application. As the Director of Regional Initiatives at TARC, I currently serve as the primary statewide point of contact supporting the TRBP development, onboarding readiness, technical assistance materials, and coordination among all participating COGs. This dual perspective ensures PRPC is well-positioned for participation and compliance.

Mr. Juan Cantu motioned for the Board of Directors to authorize the Executive Director to submit PRPC's Application of Interest to participate in the Texas Regional Broadband Program and, should PRPC be selected, authorize the Executive Director to execute any subsequent agreements, certifications, or supporting documentation required between TARC and PRPC. Judge Nancy Tanner seconded the motion, and it passed by unanimous vote.

**12. REGIONAL SERVICES 2026 TEXAS HOMELAND SECURITY STRATEGIC PLAN – PANHANDLE REGIONAL IMPLEMENTATION PLAN RESOLUTION**

Ms. Lori Gunn informed the Board of Directors that each year, in preparation for the annual State Homeland Security Program (SHSP) grant program, the region must develop three unique but related plan updates. They are 1) the Threat & Hazard Risk Identification and Analysis (THIRA); 2) the Stakeholder Preparedness Review (SPR); and 3) the Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. These plans intend to identify the homeland and preparedness issues and needs of chief concern to the Panhandle. The plans are then used to inform the prioritization of projects aimed at addressing those issues when the next allocation of SHSP funding is made to the region. The planning process progresses along this path:



When the PREMAC met on October 22<sup>nd</sup>, they reviewed both plans and approved their submission to the State, in large part, as they had been written and approved last year. The 2025 THIRA and 2025 SPR both had to be submitted to the Texas Office of Homeland Security by November 30, 2025. The PREMAC also spent time reviewing and updating the THSSP Implementation Plan. Five National Priorities have been given by FEMA, and all the Councils of Governments in Texas must meet the minimum percentages with their FY26 SHSP allocation across these five priority areas. They include:

- 1) Protection of Soft Target/Crowded Places (no minimum);
- 2) Supporting Homeland Security Task Forces and Fusion Centers (no minimum);
- 3) Enhancing & Integrating Cybersecurity Resiliency (no minimum);
- 4) Enhancing Election Security (at least 3% of the allocation); and
- 5) Supporting Border Crisis response and Enforcement (at least 10% of the allocation).

In addition, the region must ensure that at least 35% of the annual allocation is spent on Law Enforcement Terrorism Prevention Activities (LETPA). To make matters even more puzzling, we are unsure what the regional allocation is going to be. Therefore, to a certain extent, we have to work backwards and integrate projects that meet the SHSP percentage requirements into the Implementation Plan. There are consequences for not meeting any or all of those requirements; that would result in the loss of funding to the region. Now, the Implementation Plan is due to the State by December 31, 2025. The PREMAC met on November 20<sup>th</sup> to review and approve the Implementation Plan, ahead of the Board's December meeting.

Judge Shawn Ballew motioned for the Board of Directors to accept the recommendation from the Panhandle Regional Emergency Management Advisory Committee concerning the approval of the region's 2026 THSSP Implementation Plan. If accepted, the PRPC Board should document the approval of the plan with the passage of the resolution. Judge Mitchell Locke seconded the motion; the motion carried by unanimous vote.

**13. PRPC APPROVAL OF THE AUDIT COMMITTEE**

Mr. Michael Peters informed the Board of Directors that, according to the PRPC bylaws, Article VI, Section 13: The Board of Directors may establish such advisory committees and policy boards as it deems necessary. Appointments to such committees and boards shall be made by the Chairperson with the advice and consent of the Board of Directors. All appointments shall be made to reflect as nearly as possible the demographic and ethnic characteristics of the region. This calls for nominating individuals to serve on the Audit Committee for the upcoming term. Serving on the Audit committee for 2025 were: Judge John Howard, Judge Kim Jones, Mr. Winton Sauls, Commissioner Juan Cantu, and Mr. Oscar Ostos. Judge Christy Dyer has offered to fill the seat of recently retired Board member, Mr. Winston Sauls, to complete the Audit Committee membership.

Mayor Tobe Shields motioned for the Board of Directors to accept the nomination of the Audit Committee members for the 2026 fiscal year. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

**14. PRPC BOARD MEMBER RECOGNITION**

Mr. Mike Peters informed the Board of Directors that the Panhandle Regional Planning Commission (PRPC) has long benefited from the dedicated service of individuals who have devoted countless years to providing exemplary leadership to the organization, their communities, their cities and counties, and the State of Texas. It is with deep gratitude that we recognize one such individual who has served on the PRPC Board of Directors for a total of eleven years. Mr. Winston Sauls joined the PRPC Board in 2014. During his tenure, he has made significant contributions to numerous committees and initiatives of the Planning Commission. He served as Secretary-Treasurer in 2018, Vice Chair in 2019, and Chairman in 2020. On behalf of the PRPC staff and membership, we extend our heartfelt appreciation to Mr. Sauls for his steadfast commitment, visionary leadership, and tireless efforts to enhance the quality of life for residents throughout the Texas Panhandle. In recognition of his distinguished service, we are pleased to present him with a token of our gratitude.

This is an informational item only; no action was necessary.

**15. OPEN DISCUSSION**

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

- A. Comments from the Executive Director. We are pleased to announce that the workforce parking lot project has been completed within the past month. Both guests and staff have expressed enthusiasm about the reopening of the parking facility. The next Board meeting is scheduled for January 22nd. Please review your calendars and confirm your availability at your earliest convenience. We extend our warmest wishes for a Merry Christmas and a prosperous New Year. Please prioritize your safety, and we look forward to reconvening in January.
- B. Report on the following recent 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
  - 10/28/2025 – CJAC Meeting
  - 10/29/2025 – PROMPT Committee Meeting
  - 11/03/2025 – Caregiver Info Services
  - 11/06/2025 – Caregiver Info Services Meeting
  - 11/10/2025 – Caregiver Info Services Meeting
  - 11/10/2025 – HICAP Outreach
  - 11/11/2025 – Caregiver Info Services
  - 11/12/2025 – Texas Panhandle Inspectors Association Meeting
  - 11/12/2025 – Public Info Services
  - 11/14/2025 – Caregiver Info Services
  - 11/18/2025 – MIPPA Outreach

- 11/18/2025 – Caregiver Info Services
- 11/19/2025 – Economic Development Advisory Committee Meeting
- 11/20/2025 – Annual Caregiver Conference
- 11/25/2025 – Shopping on Amazon - Senior Planet
- 12/01/2025 – 2027-2031 Regionally Coordinated Transportation Plan Focus Group Meeting
- 12/03/2025 – Region 1 Canadian Upper-Red Regional Flood Planning Group Meeting
- 12/04/2025 – PRPC Board of Directors Meeting
- 12/04/2025 – TXDOT Planning

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

- 12/09/2025 – Safe Streets and Roads For All (SS4A): SAFE-PAC Meeting
- 12/10/2025 – Panhandle Workforce Development Board Meeting
- 12/11/2025 – Panhandle Workforce Development Consortium's Governing Body meeting
- 12/11/2025 – Groundwater Management Area #1 Joint Planning Meeting
- 01/06/2026 – Safe Streets and Roads For All (SS4A): SAFE-PAC Meeting
- 01/08/2026 – CJ Workshop
- 01/15/2026 – RSWMAC
- 01/20/2026 – Transportation Planning
- 01/21/2026 – PROMPT Meeting
- 01/22/2026 – PRPC Board of Directors Meeting

**17. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:36 pm.



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

ATTEST:



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

