

# PANHANDLE REGIONAL PLANNING COMMISSION

## BOARD OF DIRECTORS MEETING

### Minutes

December 7, 2023

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, December 7, 2023. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, attended the meeting at 415 S.W. 8th, Amarillo, Potter County, Texas.

#### **MEMBERS PRESENT:**

- Buster Davis, Mayor, City of Gruver
- Christy Dyer, Randall County Judge
- Dr. John Howard, Donley County Judge
- Dan Sams, Mayor, City of Wheeler
- Winston Sauls, Citizen Representative, City of Borger
- Tobe Shields, Mayor, City of Spearman
- Cleo Castro, Citizen Representative, City of Cactus
- Sal Rivera, Sheriff, Castro County
- Yolanda Robledo, Alderwoman, City of Bovina
- Shawn Ballew, Oldham County Judge
- Pat Sims, Commissioner, City of Dumas
- Cole Stanley, Mayor, City of Amarillo
- Kimberly Jones, Childress County Judge
- Oscar Ostos, Citizen Representative, Amarillo
- Greg Lewellen, Mayor, City of Friona
- Nancy Tanner, Potter County Judge
- Juan Cantu, Lipscomb County Commissioner
- Rank Cogdell, Briscoe County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority

#### **MEMBERS ABSENT:**

- Karen Price, Citizen Representative, Pampa
- Kerry Symons, Mayor, City of Perryton
- Walter "Four" Price, Texas State Representative, District 87
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Harold Keeter, Swisher County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Dan Looten, Carson County Judge
- Ronnie Gordon, Hartley County Judge

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Jaime Sharp, Area Agency on Aging Caregiver Specialist; Ms. Lori Gunn, Regional Services Director; Mr. Max Seymour, Local Government Services Program Specialist; Mr. Jarian Fred, Local Government Services Program Specialist; Ms. Delaney Pruettt, Regional Emergency Management Planning Program Coordinator; Ms. Melissa Whitaker, Executive Assistant

**OTHERS PRESENT:** None

#### **1. CALL TO ORDER**

Sheriff Sal Rivera called the meeting to order at 1:31p.m. and noted that a quorum was present.

2. **INVOCATION**

Mr. Pat Sims gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Judge John Howard moved to accept the minutes from September 28, 2023. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

5. **EXECUTIVE SESSION PURSUANT TO SECTION 551.074 (PERSONNEL MATTERS)**

Sheriff Sal Rivera stated that the meeting will adjourn into an Executive Session as authorized under Texas Government Code Chapter 551; Section 551.074 to personnel matters

6. **VOUCHERS**

Mayor Tobe Shields moved to approve the vouchers for the month of September 2023. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

7. **PRPC INVESTMENT FUND MONTHLY REPORT**

Mr. Trent Taylor informed the Board 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.

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of August was 5.12%. The 9-1-1 fund earned an average annual yield of 3.71%. 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.

	Balance@ <u>3/31/23</u>	Balance@ <u>6/30/2023</u>	Balance@ <u>9/30/2023</u>
PRPC's Money Market Fund	\$3,420,152	\$3,513,971	\$2,554,984
9-1-1's Money Market Fund	\$122	\$67	\$57
<b>Total MMIA Funds</b>	<b><u>\$3,420,274</u></b>	<b><u>\$3,513,972</u></b>	<b><u>\$2,555,041</u></b>
<b>CDARS CD</b>	<b>Duration</b>	<b>Return</b>	
5/11/2023 – 11/09/2023	26 Weeks	4.85%	\$500,000
6/29/2023 – 12/28/2023	26 Weeks	4.85%	\$500,000
<b>Total Invested Funds</b>			<b><u>\$3,555,041</u></b>

Mayor Cole Stanley moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

8. **MINORITY ELECTED OFFICIAL BOARD MEMBER APPOINTMENT**

Mr. Michael Peters informed the Board of Directors that the Panhandle Regional Planning Commission's Bylaws call for three seats on the Board of Directors to be held by minority local elected officials from area cities and counties. The three elected official seats are in addition to the five minority citizen representative positions on the Board. The minority local elected officials' seats are filled by direct Board appointment. Commissioner Juan Cantu of Lipscomb County, Alderwoman Yolanda Robledo with the City of Bovina and Sheriff Sal Rivera of Castro County currently hold the three elected official positions. The term of Alderwoman Yolanda Robledo is expiring. Staff has visited with Alderwoman Robledo and she has expressed a desire and willingness to continue serving on the PRPC Board of Directors.

Judge Dr. John Howard moved that the Board of Directors re-appoint Alderwoman Yolanda Robledo to a three-year term on the PRPC Board of Directors. Judge Christy Dyer seconded the motion. Ms. Yolanda Robledo abstained. The motion carried with a sufficient majority of votes.

9. **PRESENTATION ON THE 17<sup>TH</sup> ANNUAL CAREGIVER CONFERENCE**

Ms. Jamie Sharp informed the Board of Directors that the Area Agency on Aging has partnered with the Alzheimer's Association to present the 17th Annual Caregiver Conference featuring Lori La Bey, founder of Alzheimer's Speaks, on living graciously alongside dementia. The conference is scheduled for Friday, November 10, 2023 and will be held at Polk St. United Methodist Church in Amarillo. The speaker, Lori La Bey, will explore with attendees the latest changes in dementia care and defining what "Dementia Friendly" means and how personal and organizational culture affects those dealing with a diagnosis of Alzheimer's or other forms of dementia. The event is free and open to the public. Area Agency on Aging employees encourage family caregivers and anyone providing care to an individual with Alzheimer's or dementia to attend.

No action necessary, this is an informational item.

10. **REGION A PANHANDLE WATER PLANNING GROUP FUNDING CONTRACT AMENDMENT NO. 2**

Mr. Jarian Fred informed the Board of Directors that on April 17, 1998, the Board of Directors approved an agreement with the 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 has assisted the Panhandle Water Planning Group in the development of five regional water plans completed in 2001, 2006, 2011, 2016 and 2021. The regional water planning process is statutorily required to be conducted by a political subdivision of the State of Texas, and the neutrality that the PRPC has brought to the process in the Panhandle Region has traditionally be very favorably viewed by the Cities, Counties, and Special Districts served by PRPC. In June of 2021, this body approved initial funding for the sixth cycle of planning dollars in the development of the 2026 Regional Water Plan and subsequently in July of 2022 this body approved the Contract Amendment No. 1 for an additional \$259,502 for FY22-23. During the month of October, the Texas Water Development Board (TWDB) authorized execution of FY24-25 contract amendments for the continuation of the 2026 Regional Water Plan. Under these appropriations, PRPC on behalf of the PWPG, will be appropriated an additional \$364,465 with an anticipated total not to exceed \$864,386 in the following funding years to complete the 2026 Regional Water Plan. The additional funds coming available will be contingent on future legislative sessions and contract amendments. The increase of committed funds for FY24-25 will increase the total project cost, amends the scope of work for tasks 1-10 and expense budget for subcontractor services.

Judge Christy Dyer moved for the Board of Directors to authorize the Executive Director to execute the Contract Amendment No. 2 with the Texas Water Development Board for the additional appropriation of funding to carry out the 2026 Panhandle Regional Water Plan. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

11. **VILLAGE OF LAKE TANGLEWOOD INTERLOCAL AGREEMENT – PROJECT ADMINISTRATION FOR A HAZARD MITIGATION SUBGRANT**

Mr. Max Seymour informed the Board of Directors that the Village of Lake Tanglewood has submitted a grant application through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, administered by the Texas Division of Emergency Management (TDEM). This funding will cover the replacement of a Tornado/Warning Siren in the Village of Lake Tanglewood with a 90% federal / 10% local cost share. The Hazard Mitigation Grant Program is a federal program in which jurisdictions can only participate if they have an approved hazard mitigation plan. Every County in the region has a current hazard mitigation plan, and it is updated every 5 years. The Village of Lake Tanglewood has met the requirement of having an updated hazard mitigation plan in place. The Village of Lake Tanglewood was granted an opportunity to apply for a hazard mitigation grant, which is tied to funding provided by FEMA for the Hurricane Laura natural disaster in 2020. The Village has been awarded



a hazard mitigation grant to replace an existing warning siren. Funding for this project will be through DR 4572 Hurricane Laura Grant. The Village has been notified that this project will be funded under the DR4572 Hurricane Laura grant. Completion of this project will occur before June of 2025.

Judge Dr. John Howard moved for the Board of Directors to authorize the Executive Director to execute an Interlocal Cooperation Contract with the Village of Lake Tanglewood for the Project Administration of a Hazard Mitigation Subgrant. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

12. **FY 2025 PANHANDLE CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES AND BYLAWS**

Ms. Lori Gunn informed the Board that each year, the PRPC receives funds from the Office of the Governor's Criminal Justice Division to administer a Criminal Justice Grant Program. The activities of the Program are overseen by the Criminal Justice Advisory Committee (CJAC) and the PRPC Board of Directors. The Criminal Justice Division requires each region to develop and maintain Operating Procedures and Bylaws, which clearly identify the process by which the Criminal Justice Grant Program will operate under the direction and oversight of the CJAC. At the beginning of each year, the CJAC reviews its Operating Procedures and Bylaws for effectiveness and to lay out the ground rules for the coming year. Each year the Operating Procedures and Bylaws must be approved by the PRPC Board of Directors. The CJAC is scheduled to meet the day before this meeting, October 25<sup>th</sup>, to review the recommended changes to the FY2025 CJAC document, as attached. The CJAC will review the attached draft CJAC Procedures and Bylaws, at the meeting and the final draft will be presented to you. The Operating Procedures and Bylaws are no longer required to be uploaded to the state. However, we must be able to produce them if requested. The approved document will be placed on the criminal justice page of the PRPC website and reviewed with eligible grantees during application workshops.

Judge Nancy Tanner moved for the Board of Directors to consider an approval of the Regional Criminal Justice Advisory Committee Operating Procedures and Bylaws for use in the FY 2025 grant year. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

13. **REGIONAL CRIMINAL JUSTICE ASSISTANCE GAP TRAINING CONTRACT WITH AMARILLO COLLEGE**

Ms. Lori Gunn informed the Board of Directors that earlier this year, the PRPC applied for and is currently awaiting funding under the FY24 Edward Byrne Justice Assistance Grant (JAG) grant program from the Office of the Governor's Criminal Justice Division (CJD) to provide training in the Panhandle. The project, which was developed in discussion with the region's stakeholders to identify the gaps that our region faces. The top three (3) gaps found were substance abuse, domestic violence, and sexual assault. The goal of the project is to improve the way in which stakeholder agencies/organizations work together to address the issues of substance abuse, domestic violence and sexual assault in the region's criminal justice system. This training, which will be provided at no cost, is intended for the region's victim services agencies, law enforcement, prosecution, judiciary, emergency 911 communicators, medical trauma service providers, non-profit agencies, faith-based organizations and other such agencies in the Panhandle that round out our criminal justice system. It's anticipated there will be a high level of interest in the training being provided under this contract and that each of the three courses delivered by Amarillo College will be well-attended.

Mayor Dan Sams moved for the Board of Directors to authorize the PRPC Executive Director to execute the contract with Amarillo College for the delivery of Specialized Gap Training and Education services. Judge Rank Cogdell seconded the motion; the motion was carried by unanimous vote.

14. **2023 TEXAS HOMELAND SECURITY REGIONAL THREAT AND HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA) AND STAKEHOLDER PREPAREDNESS REVIEW (SPR)**

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 their region's eligibility to receive State Homeland Security Program grant funding in the coming year. All told, 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 will be presented to at the December Board Meeting.

The SPR gap information is now being used to inform the development of the final plan the region must complete to be eligible for FY24 SHSP funding – the THSSP Regional Implementation Plan. That document, which will be presented to you in December, will identify priority areas for FY24 funding based on the findings of the THIRA and the SPR.

The PREMAC met on October 12<sup>th</sup> to review and consider the final drafts of the THIRA and SPR. The committee approved both documents with the recommendation provided below.

Mayor Tobe Shields moved for the Board of Directors to approve the Panhandle region's 2023 Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review and authorize the submission of these documents to the Office of the Governor; Homeland Security Grants Division by the November 30, 2023 deadline. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

15. **ADMINISTRATIVE REGULATION AMENDMENT – CRIMINAL JUSTICE ADVISORY COMMITTEE**

Mr. Michael Peters informed the Board of Directors that The Texas Association of Regional Councils (TARC) is a voluntary association composed of Texas' 24 regional councils. The Planning Commission's 2023-2024 TARC total services fees are \$10,043.86, additionally they charge approximately \$2,500 twice per year for conference meeting fees.

Mayor Cole Stanley moved for the Board of Directors to authorize payment of the Panhandle Regional Planning Commission's 2023-2024 TARC Association service fees and meeting costs for October 2023 – September 2024. Judge Nancy Tanner 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, in order 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 the following TARC members: Sheriff Sal Rivera, Michael Peters or Trenton Taylor.

Judge Christy Dyer moved for the Board of Directors to designate Mayor Tobe Shields as the 2024 TARC Board Member representing the Panhandle Regional Planning Commission and select the above slate of alternates. Commissioner Pat Sims seconded the motion; the motion carried by unanimous vote.

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

A. Comments from the Executive Director.

Michael Peters thanked everyone who was able to make the Annual Meeting and for all of their contributions to making that meeting such a success, especially Mayor Shields, Sheriff Rivera, and Judge Looten. Mr. Peters asked the board if they would support not signing all of the dues letters and allow the Executive Director to sign them. The Board supported this change. Our Chair, Sherriff Rivera, has asked the following individuals to serve on the 2023/24 Audit Committee and they have graciously agreed; Judge John Howard, Judge Kim Jones, Winton Sauls, Juan Cantu and Oscar Ostos. Additionally, this body has always meet on the 4<sup>th</sup> Thursday of the Month at 1:30 p.m., however this would be the opportunity if there are any

considerations to meeting at another day or time we can discuss. As discussed, we will combine the November and December meetings due to the holidays and meet Thursday December 7<sup>th</sup>. The Board was comfortable with the same meeting schedule for the following year. Mr. Peters also expressed that he would be contacting a law office about setting up a non-profit to purchase and manage the Workforce Building located on Eddie Street.

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

- 09/28/2023 – Destination Medicare & Open enrollment 2024
- 09/28/2023 – Medicare vs Medicare Adv/MIPPA/TSAP, Stratford Senior Citizens
- 09/29/2023 – Matter of Balance, Wellington Senior Citizens
- 09/30/2023 – Walk to End Alzheimer's, Hodge Town
- 10/02/2023 – READY/SET/THRIVE, Perryton Retired Teachers
- 10/03/2023 – MIPPA/TSAP Outreach, Wheeler Rural Health
- 10/04/2023 – TSAP/MIPPA/SMP, Dimmit UMC
- 10/05/2023 – READY/SET/THRIVE, Canadian Senior Citizens
- 10/12/2023 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
- 10/18/2023 – Region 1 Canadian Upper-Red Flood Planning Group
- 10/24/2023 – Panhandle Water Planning Group Full Committee
- 10/25/2023 – CJAG Bylaws and Operating Procedures Meeting

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

- 10/26/2023 – Transfer on Death Deed, Higgins Community
- 10/30/2023 – Matter of Balance, Perryton Senior Citizens
- 11/01/2023 – READY/SET/THRIVE, Shamrock Booster Club
- 11/09/2023 – Medicare Fraud & Abuse Presentation, Canadian Senior Citizens
- 11/10/2023 – 17th Annual AAA Caregiver Conference
- 11/15/2023 – Texas Panhandle Inspectors Association (TPIA) Meeting
- 11/15/2023 – Groundwater Management Area (GMA) #1 Meeting
- 11/16/2023 – Economic Development Advisory Committee
- 11/28/2023 – Panhandle Regional Emergency Management Advisory Committee (PREMAC)
- 11/28/2023 – Transfer on Death Deed, Oil & Derrick Club - Pampa
- 11/29/2023 – Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
- 12/06/2023 – Panhandle Workforce Development Board meeting
- 12/07/2023 – Panhandle Workforce Development Board Consortium's Governing Body meeting

18. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:01 p.m.



Sheriff Sal Rivera, Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:



Commissioner Pat Sims, Secretary/Treasurer  
Panhandle Regional Planning Commission  
Board of Directors