

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING

Minutes

June 27, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, June 27, 2024. 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:

- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Kerry Symons, Mayor, City of Perryton
- Ronnie Gordon, Hartley County Judge
- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Pat McDowell, Wheeler County Judge
- Cole Stanley, Mayor, City of Amarillo
- Nancy Tanner, Potter County Judge
- Pat Sims, Commissioner, City of Dumas
- Rank Cogdell, Briscoe County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Shawn Ballew, Oldham County Judge
- Greg Lewellen, Mayor, City of Friona
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Yolanda Robledo, Alderwoman, City of Bovina

MEMBERS ABSENT:

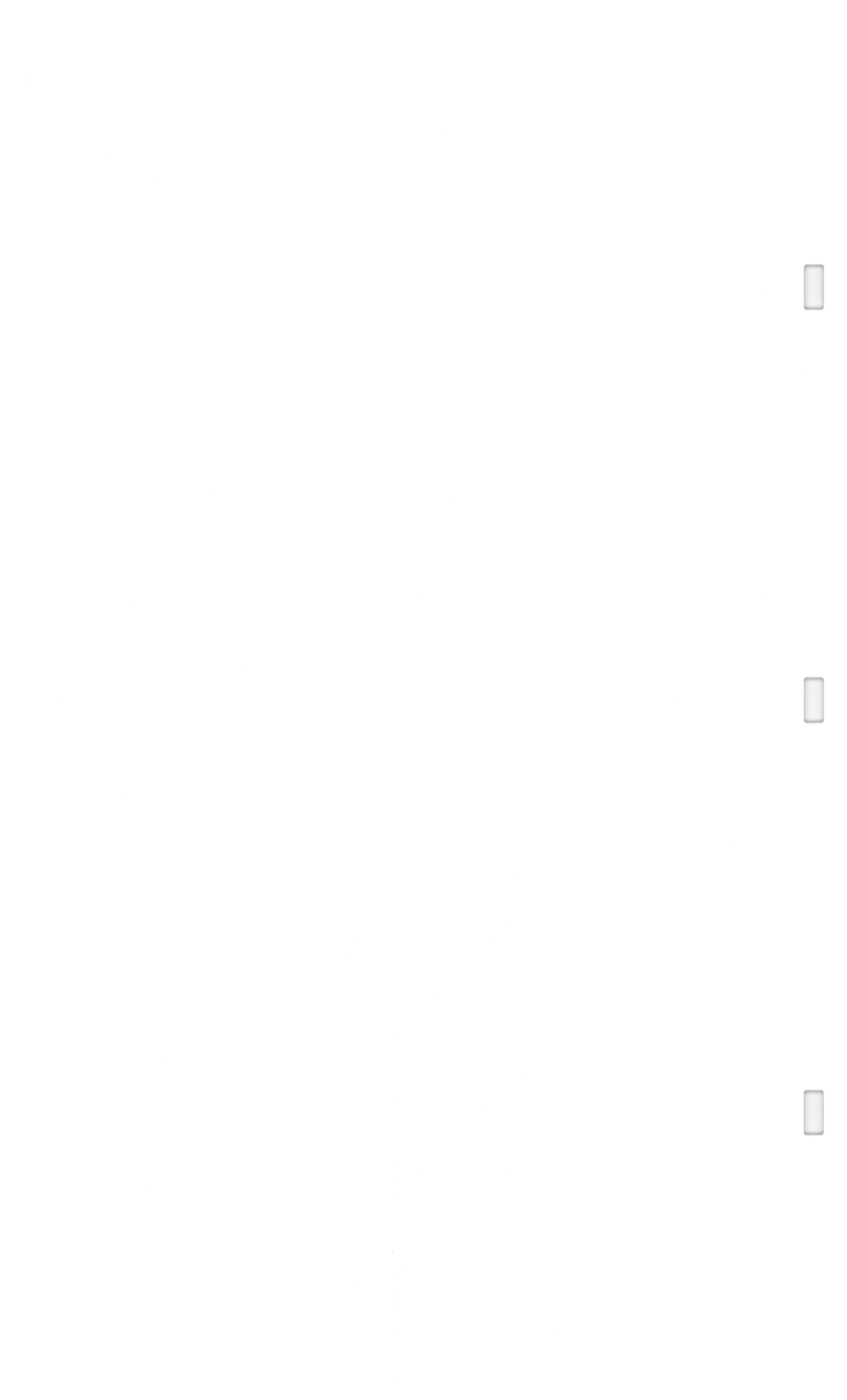
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Christy Dyer, Randall County Judge
- Tobe Shields, Mayor, City of Spearman
- Juan Cantu, Lipscomb County Commissioner
- Karen Price, Citizen Representative, City of Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Andy Garcia, Citizens Representative, City of Cactus

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. Shane Brown, Regional Emergency communication & PREP Program Manager; Ms. Jerri Glover, Dispute Resolution Center Program Specialist; Mr. Alex Guerrero, Local Government Services Director; Ms. Paige Goodell, Local Government Services Program Manager; Ms. Ally Hubbard, Local Government Services Program Specialist; Ms. Abby Sanders, Local Government Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz; Mr. Joe Minshew, District Coordinator for TDEM

1. CALL TO ORDER

Mr. Sal Rivera called the meeting to order at 1:30 p.m. and noted that a quorum was present.



2. **INVOCATION**

Dr. Bill Hallerberg gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mr. Pat Sims moved to accept the minutes from the Board of Directors meeting held on May 23, 2024. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Judge Nancy Tanner moved to approve the vouchers for the month of May 2024. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

6. **PRPC INVESTMENT FUND MONTHLY REPORT**

Mr. Trent Taylor informed the Board that pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on April 27, 2023 for funds under our control. The following was submitted for approval.

	<u>Balance@</u> <u>12/31/2023</u>	<u>Balance@</u> <u>04/30/2024</u>	<u>Balance@</u> <u>05/31/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$3,561,771	\$3,831,118
9-1-1's Money Market Fund	<u>\$57</u>	<u>\$0</u>	<u>\$0</u>
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,561,771</u>	<u>\$3,831,118</u>
CDARS CD	Duration	Return	
12/28/2023 – 06/27/2024	26 Weeks	4.85%	\$500,000
03/28/2024 – 09/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$4,831,118</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of May was 4.85%. The 9-1-1 fund earned an average annual yield of 0.00%. 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.

Judge Dan Looten 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.

7. **TML CYBER LIABILITY FUND INTERLOCAL AGREEMENT**

Mr. Trent Taylor informed the Board of Directors that as a result of the increased claims in cyber liability and data breach coverage, Texas Municipal League (TML) is creating a new Cyber Fund to continue to offer cyber coverage. In order to continue to have cyber and data breach insurance coverage after October 1, 2024, we must opt into the fund by signing the Interlocal Agreement.

Judge Nancy Tanner moved for the Board of Directors to consider approval of the Interlocal Agreement for Cyber Liability and Data Breach Response with Texas Municipal League Intergovernmental Risk Pool by authorizing the Executive Director to execute this document. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

8. DISPUTE RESOLUTION CENTER UPDATE ON GOALS AND FINANCIAL STATEMENTS

Mr. Trent Taylor informed the Board of Directors that on August 25th 2022, the PRPC Board voted to continue to operate the Dispute Resolution Center with matrix and financial goals being met. PRPC is pleased to announce these goals are still on track and moving forward. The increase in the funding balance for the year ending 9/30/23 was \$ 28,378.77. This was the first time in the history of the DRC that PRPC didn't have to contribute to the program. PRPC has a positive bottom line for the current year and expects it to continue to improve.

This is a non-action item, no recommendation needed.

9. 2024 REGIONAL CRIMINAL JUSTICE PLAN APPROVAL

Ms. Daphne Morcom informed the Board of Directors that each year, the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region. In the past, CJD required each jurisdiction to complete a community plan to identify local priorities and help foster relationships between agencies. CJD rescinded the jurisdictional community plans in 2014 and began asking the regional Council of Governments (COGs) to develop strategic plans at the regional level. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas. Essentially, the Strategic Plan is an administrative document summarizing the priorities in the region as well as the services currently available to help identify program gaps. The plan will be utilized going forward as a guide for agencies applying under the four funding opportunities administered by the COGs (VOCA, VAWA, JAG, JJ & TP). It will also assist CJD in developing strategies for other funding streams administered through their office. PRPC staff has conducted planning sessions and worked with local jurisdictions to develop our regional plan. The 2024 Strategic Plan will be uploaded to the PRPC website for use around the region.

Dr. Bill Hallerberg motioned for the Board of Directors to consider approval of the Panhandle Regional Planning Commission Regional Criminal Justice 2024 Strategic Plan. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

10. MEMORANDUM OF UNDERSTANDING WITH THE CITY OF CHANNING

Mr. Shane Brown informed the Board of Directors that in an effort to fill radio coverage gaps, PRPC staff is working to improve radio communications in and around Channing TX. There are very few options for existing towers in southeast Hartley County. PRPC staff contacted the TxDOT communications office in Austin about allowing our equipment on an existing TxDOT tower. PRPC was informed that we would need to pay for a \$5,000 structural analysis to ensure the safety of the tower and their equipment. Due to this cost, we sought out a more cost-effective solution. After visiting with city and county officials, PRPC staff was given permission to install antennas and repeaters on the Channing water tower.

Judge Shawn Ballew motioned for the Board of Directors to authorize the Executive Director to execute the Memorandum of Understanding with the City of Channing to install PANCOM equipment for emergency responders. Mayor Cole Stanley seconded the motion. Judge Ronnie Gordon abstained; the motion carried with a sufficient number of votes.

11. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS

Ms. Lori Gunn informed the Board of Directors that PRPC Administrative Regulation #36 governs the duties, activities and composition of the Panhandle Regional Emergency Management Committee (PREMAC). The advisory committee is comprised of 35+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests and disciplines in the Texas Panhandle. Each year, at this time, 1/3 of the committee member's terms naturally expire. PRPC has been working to fill a slate of candidates for the consideration of appointment to the committee. Staff has reached out to the individuals to confirm their interest in serving if appointed. To the extent possible, when a member resigns, PRPC attempts to replace the candidate who is representing the same discipline as the out-going member. This helps to maintain the composition requirements of PRPC Administrative Regulation #36.

Judge Dan Looten moved for the PRPC Board of Directors to appoint the individuals to serve on the Panhandle Regional Emergency Management Advisory Committee for the term indicated by their name. Judge Pat McDowell seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION (PROMPT) COMMITTEE APPOINTMENTS

Ms. Abby Sanders informed the Board of Directors that on January 26, 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group's name was modified to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group's mission. PROMPT serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TXDOT funding. Since 2006, TxDOT has funded the development of four (4) five-year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. Currently, the PROMPT Committee is providing PRPC with input and guidance on the recently awarded Return Home from Hospitalization Pilot Program, the Ride-Share Voucher program and assisting PRPC in updating the current 5-year transportation plan, as well as participating in the development of the next 5-year transportation plan for the region.

In recent years, several members have left their positions, cycled off of the PROMPT Committee, or have otherwise left the group. The PROMPT by-laws state that the members of the advisory group be appointed by the PRPC Board of Directors. In order to ensure that the PROMPT Committee has all positions filled and that the filling of those positions is done in an appropriate manner, PRPC Staff has prepared the slate of members for the PRPC Board of Directors to consider.

Mr. Winston Sauls motioned for the Board of Directors to approve the membership committee appointments with member terms beginning in 2024 and ending in 2026. Judge Nancy Tanner seconded the motion; the motion carried by unanimous vote.

13. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) APPOINTMENTS

Ms. Ally Hubbard informed the Board of Directors that the Panhandle Regional Planning Commission was named as the Economic Development District for the Texas Panhandle by the U.S. Economic Development Administration (EDA) in 1978. Every three years, PRPC seeks funding from EDA to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the last year of its three-year planning grant. The Economic Development Advisory Committee was established to provide general guidance and policy direction to the Economic Development District. Each county, designated as distressed, under Economic Development Administration (EDA) guidelines, has a representative on the Committee. EDAC members provide insight into the specific issues facing their respective counties. Because there is fluctuation in counties deemed to be economically distressed from year-to-year, it has been determined that those counties, not listed as economically distressed, will have ex-officio members to

maintain continuity in the membership of the body. Members serve three-year, staggered terms and this year our committee will consist of twenty-one active members and four ex-officio members. All counties are eligible for funding through EDA programs as long as they meet the EDA distressed criteria (unemployment or per capita income) at the time of the project grant application. The makeup of the committee will be representatives from the twenty-two counties designated as distressed at the time of the renewal of the PRPC Planning Grant application.

Mayor Kerry Symons motioned for the approval by the Board of Directors of the presented slate of nominees to serve on the Economic Development Advisory Committee. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

14. 2024 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE

Ms. Ally Hubbard informed the Board of Directors that The Panhandle Regional Planning Commission was named as the Economic Development District for the Texas Panhandle by the U.S. Economic Development Administration (EDA) in 1978. Every three years PRPC seeks funding from EDA to facilitate the planning and implementation of economic development related strategies in the Texas Panhandle. Currently, the Economic Development District is in the last year of its three-year planning grant. One of the special award conditions of PRPC's planning grant is to provide a comprehensive rewrite of the Texas Panhandle Comprehensive Economic Development Strategy (CEDS) every five years and an update to the CEDS annually. PRPC Staff works with the membership of the Economic Development Advisory Committee (EDAC) to draft and update the region's CEDS. This document analyzes the population and economic trends of the region and its communities while identifying the needs and strategies appropriate to help sustain and expand local economies. The CEDS is rich in information with regard to economic development in the Panhandle Region and includes a Strength/Weakness/Opportunity/Threat (SWOT) analysis on economic trends in the region. The CEDS also identifies economic development resources and strategies available to local communities, entrepreneurs, and businesses in the region. Each of the EDAC members and/or representatives from distressed counties, provide insight into the specific issues facing their respective counties. This year, PRPC Staff conducted an annual update to highlight the activities of the Economic Development District, update regional data for economic distress, and track the Action Plan progress. The EDA requires that the advisory committee reviews and approves the CEDS annually prior to submission. Additionally, because the economic development efforts of the region continue to become more intertwined with local government, PRPC staff feels that it is appropriate for the annual updated CEDS be reviewed by the PRPC governing body. The update is a two-page document which will be incorporated into the 30+ page, five-year, comprehensive rewrite, that was completed in 2021.

Mr. Pat Sims motioned for the Board of Directors to authorize the Executive Director to sign the approval of the 2024 Update to the Comprehensive Economic Development Strategies (CEDS) document. Mr. Winston Sauls seconded the motion; the motion passed by unanimous vote.

15. LOCAL PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT – U.S. ECONOMIC DEVELOPMENT ADMINISTRATION – REBUILD PERRYTON PHASE I INCUBATOR PROJECT

Ms. Paige Goodell informed the Board of Directors that the U.S. Economic Development Administration announced, on June 14, 2024, that the City of Perryton and Perryton Community Development Corporation (Perryton CDC) are receiving an investment of \$2,683,700 through the agency's FY 2023 Disaster Supplemental Funding Opportunity. The City of Perryton and Perryton CDC applied to the EDA, in November 2023, for funding for the Rebuild Perryton Phase I incubator on Main Street where the June 15, 2023 tornado destroyed many businesses. The project will provide some of the affected retailers with the

opportunity to lease space, and continue operations. It is anticipated that the incubator will provide two retail spaces and approximately 4,300 SF of new retail development. The City of Perryton has requested that the PRPC be selected to provide project administration for this project. The City of Perryton will be considering an interlocal agreement at an upcoming Board Meeting. The proposed contract is valued at \$50,000 for the duration of the grant. The scope of services outlined in the contract will include:

1. Submission of Reports & Concurrence Documents
2. Facilitation of Procurement processes for Construction Services
3. Assisting the City in meeting all EDA Special Conditions
4. Observance of Davis-Bacon Requirements
5. Facilitation of Financial Reimbursement Processes

Judge Rank Cogdell motioned for the Board of Directors to authorize the Executive Director to execute the interlocal contract with the City of Perryton for the Planning Commission to provide project management services. Judge Shawn Ballew seconded the motion. Mayor Kerry Symons abstained; the motion carried with a sufficient number of votes.

16. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

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

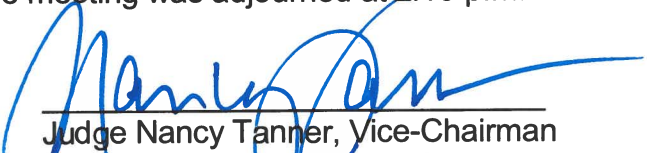
- 04/30/2024 – Ready Set Thrive Panhandle Senior Citizens
- 05/01/2024 – Caregiver Support Group Central Church of Christ
- 05/01/2024 – Matter of Balance Coach Training PRPC Board Room
- 05/02/2024 – Ready Set Thrive Stratford Methodist Church
- 05/06/2024 – Ready Set Thrive Quitaque Senior Citizens
- 05/15/2024 – Panhandle Rural Planning Organization Meeting
- 05/21/2024 – Matter of Balance UMC - Canyon
- 05/22/2024 – Ready Set Thrive Country Estates
- 05/24/2024 – Older Americans Month Celebration Amarillo Area Foundation
- 05/28/2024 – Matter of Balance UMC - Canyon
- 05/28/2024 – MIPPA/RST Widows Group - Amarillo
- 05/30/2024 – MIPPA/TSAP Channing Senior Citizens

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

- 05/24/2024 – Older Americans Month Celebration Amarillo Area Foundation
- 05/28/2024 – Matter of Balance UMC - Canyon
- 05/28/2024 – MIPPA/RST Widows Group - Amarillo
- 05/30/2024 – MIPPA/TSAP Channing Senior Citizens
- 05/31/2024 – Lunch and Learn Talk, Goodwill Resource Center
- 06/11/2024 – Ready Set Thrive, River Road Baptist Seniors
- 06/18/2024 – Destination Medicare 2024
- 06/20/2024 – Region 1 Canadian Upper Red Regional Flood Planning Group Meeting
- 06/25/2024 – Matter of Balance, UMC Canyon
- 06/25/2024 – Region A Panhandle Water Planning Group Full Committee Meeting

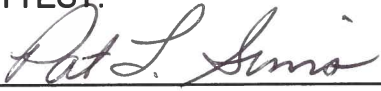
17. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:15 p.m.



Judge Nancy Tanner, Vice-Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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