

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS MEETING

Minutes

July 25, 2024

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, July 25, 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:

- Kerry Symons, Mayor, City of Perryton
- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Pat McDowell, Wheeler County Judge
- Nancy Tanner, Potter County Judge
- Pat Sims, Commissioner, City of Dumas
- Oscar Ostos, Citizen Representative, City of Amarillo
- Shawn Ballew, Oldham County Judge
- Dr. Bill Hallerberg, Canadian River Municipal Water Authority
- Dan Looten, Carson County Judge
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Harold Keeter, Swisher County Judge
- Tobe Shields, Mayor, City of Spearman
- Juan Cantu, Lipscomb County Commissioner
- Walter Four Price, Texas State Representative, District 87

MEMBERS ABSENT:

- Winston Sauls, Citizen Representative, City of Borger
- Sal Rivera, Sheriff, Castro County
- Ronnie Gordon, Hartley County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Greg Lewellen, Mayor, City of Friona
- Yolanda Robledo, Alderwoman, City of Bovina
- Christy Dyer, Randall County Judge
- Karen Price, Citizen Representative, City of Pampa
- Andy Garcia, Citizens Representative, City of Cactus

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Stephine Neuwirth, Accounting Administrative Assistant/Human Resources; Mr. Max Seymour, Local Government Services Specialist; Mr. Jarian Fred, Local Government Services Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Ms. Jerri Glover, Dispute Resolution Center Program Specialist; Mr. Alex Guerrero, Local Government Services Director; Ms. Abby Sanders, Local Government Services Program Specialist; Mr. John Schaumburg, Regional 9.1.1 Director/Network GIS Program Manager; Ms. Khasi Campos, Regional 9.1.1 Network Administrative Assistant; Ms. Melissa Whitaker, Executive Assistant

OTHERS PRESENT: Mr. Blake Vineyard, West Texas Deputy Regional Director for Senator Ted Cruz

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**

Mayor Tobe Shields gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Judge Dan Looten moved to accept the minutes from the Board of Directors meeting held on June 27, 2024. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

5. **VOUCHERS**

Dr. Bill Hallerberg moved to approve the vouchers for the month of June 2024. Judge Harold Keeter 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>05/31/2024</u>	<u>Balance@</u> <u>06/30/2024</u>
PRPC's Money Market Fund	\$4,103,637	\$3,831,118	\$3,845,078
9-1-1's Money Market Fund	\$57	\$0	\$0
Total MMIA Funds	<u>\$4,103,694</u>	<u>\$3,831,118</u>	<u>\$3,845,078</u>

CDARS CD	Duration	Return	
03/28/2024 – 09/26/2024	26 Weeks	4.85%	\$500,000
06/27/2024 – 12/26/2024	26 Weeks	4.85%	\$500,000
Total Invested Funds			<u>\$4,845,078</u>

The money market funds are deposited at Amarillo National Bank. The PRPC fund rate for the month of June was 4.86%. 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.

Mayor Tobe Shields moved for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

7. **2024-2025 PRPC PERSONNEL CLASSIFICATION, PAY PLAN AND JOB DESCRIPTION DOCUMENT ADOPTION**

Mr. Trent Taylor informed the Board of Directors that the Planning Commission can trace its employee classification and pay plan system back to 1974 when the Board of Directors hired the Chicago, Illinois consulting firm of Public Administration Services, Inc., to develop a position classification plan, pay plan and model job descriptions. That work has served as the basis for all subsequent PRPC classification and pay plan documents. The Planning Commission adopted major updates to the classification pay plan and job descriptions in 1984 and again in 1996. On an annual basis since 1997, the Board has approved several relatively minor

amendments to the PRPC's classification and pay plan system primarily in order to maintain compliance with personnel management requirements placed upon regional councils by the Texas Legislature. In order for us to keep our classification and pay plan system current, it is necessary to present an updated document to the Board of Directors on an annual basis for review and approval.

All new and activated job descriptions can be found on the blue pages of the Integrated Personnel Classification, Pay Plan and Job Descriptions document. In addition, those job descriptions that are inactive for the purpose of the FY24-25 budget are highlighted on pages 7, 8 & 9 – "Inventory of Positions".

Mr. Pat Sims moved for the Board of Directors to adopt the 2024–2025 Integrated Personnel Classification, Pay Plan and Job Descriptions document as proposed. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

8. PRPC EMPLOYEE GROUP HEALTH INSURANCE RENEWAL

Mr. Trent Taylor informed the Board of Directors that the PRPC currently provides group health care coverage to its employees through ABA utilizing the UHC Choice Plus as part of an overall benefit package. Regular full-time employees and regular part-time employees who work 20 or more hours per week may participate in the plan with PRPC paying 100% of the premium cost. Employees may add dependent coverage to the plan at the employee's expense. Currently, PRPC has 47 employees on the employee plan, 10 employees electing dependent coverage. Due to our large number of claims this year, ABA, UHC, Aetna and Texas Health Benefits Pool (previously TML) all refused to quote our group. We explored many different providers and plans. All renewals increased our premiums between 20-40+%. We are recommending we move to a BCBS program based upon our employee ages versus our group as a whole. We are recommending offering two choices for our employees. The first would be a co-pay plan with a \$3,750 deductible and a max out of pocket of \$9,000. The alternate option would be an HSA plan with a \$4,000 deductible and a max out of pocket of \$6,900. This would increase premiums for PRPC of approximately 23%. We would fund an employee's HSA at \$50 per month which is the difference in premiums between the two plans. The employees would contribute to this through their higher deductibles. There would also be a change from VerusRx to PrimeRX for our prescriptions.

Judge Dan Looten moved for the Board of Directors to authorize the Executive Director to execute the agreements with BCBS for the new plan year for the deductible and coinsurance amounts as described above effective October 1, 2024. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

9. DISPUTE RESOLUTION CENTER FEES INCREASE AND POLICY CHANGE

Ms. Jerri Glover informed the Board of Directors that It has been a number of years since the Dispute Resolution Center has had an increase to the fees that are charged for mediation services. In an effort to continue to promote a healthy financial status for the DRC, Program Coordinator Jerri Glover and Finance Director Trenton Taylor met with the DRC Advisory Board on July 9, 2024. At that meeting, the Advisory Board approved recommendation of a fee increase of \$25 per mediation service and a change to DRC policy regarding the length of time services are made to clients under the same cause number and payment of fees.

Current policy provides that once parties have attended mediation at the DRC and paid their fee (or if the fee has been waived for approved circumstances) the parties can return to continue mediation or re-mediate matters under the same cause/case number for 12 months following the mediation date. Proposed policy change would provide that parties have attended mediation at the DRC and paid their fee (or if the fee has been waived for approved circumstances) the parties can return to continue mediation or re-mediate matters under the same cause/case number for **six** months following the mediation date.

Judge Pat McDowell moved for the Board of Directors to approve the fee increases and policy changes approved and recommended by the Dispute Resolution Center

Advisory Board and to be made effective as of October 1, 2024. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

10. **DISPUTE RESOLUTION CENTER INTERLOCAL COOPERATION CONTRACT FOR ALTERNATIVE DISPUTE RESOLUTION FUNDING PROVIDED IN TEXAS LOCAL GOVERNMENT CODE 135**

Ms. Jerry Glover informed the Board of Directors that in accordance with section 135 of the Texas Local Government Code, PRPC has reached out to the 26 County Courts of the Panhandle to try and establish an interlocal agreement whereby the Dispute Resolution Center (DRC) is agreeable to provide dispute resolution services for the county courts.

Mayor Tobe Shields moved for the Board of Directors to consider favorable approval of the Interlocal Agreement with Wheeler county in relation to dispute resolution and Texas Government Code 135 by authorizing the Executive Director to execute this document. Representative Four Price seconded the motion; the motion carried by unanimous vote.

11. **PANHANDLE REGIONAL SOLID WASTE MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Ms. Daphne Morcom informed the Board of Directors that PRPC Administrative Regulation #31 governs the duties, activities and composition of the Panhandle Regional Solid Waste Management Advisory Committee (RSWMAC). The RSWMAC is comprised of twenty-two to twenty-eight PRPC-appointed members, and one to two standing positions held by representatives from the TCEQ Region One Office. Members are appointed to three-year, staggered terms. The RSWMAC composition must maintain a cross-section of solid waste professionals from the Panhandle Region. Each year, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. No member may serve more than two consecutive three-year terms. Currently, eight individuals need to be appointed or re-appointed to the RSWMAC to meet the PRPC administrative standards. PRPC staff has contacted each nominee and determined they are willing and able to serve, if appointed by the PRPC Board.

Judge Harold Keeter moved for the Board of Directors to consider appointing and/or reappointing the individuals listed in the slate of nominations above to serve on the Regional Solid Waste Management Advisory Committee. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

12. **REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE APPOINTMENTS**

Ms. Daphne Morcom informed the Board of Directors that The main duties of the Criminal Justice Advisory Committee (CJAC) are to oversee the grant programs made available through the Office of the Governor's Criminal Justice Division. Funding comes from a variety of state and federal sources which includes:

- VOCA Funds through the Victims of Crime Act;
- VAWA funds through the Violence Against Women Act;
- JAG Funds through the Edward Byrne Justice Assistance Grants and State 421 Funds;
- JJDP Funds through the Juvenile Justice and Delinquency Prevention Act.

PRPC Administrative Regulation No. 34 establishes the size and composition of the committee and sets the member term lengths. The CJAC is comprised of at least 17 members, who serve 3-year staggered terms, with one-third of the membership being appointed or reappointed by the PRPC Board each year. Members may not serve more than two consecutive three-year terms.

This year, four members were up for re-appointment and four members needed to be replaced. PRPC staff has contacted all of the FY 2025 recommended appointees and all have confirmed that they are willing and able to serve.

Judge Pat McDowell motioned for the PRPC Board of Directors to approve the nominated individuals for appointment or reappointment to serve on the FY 2024

Regional Criminal Justice Advisory Committee. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

13. REGIONAL PUBLIC TRANSPORTATION COORDINATION TXDOT PLANNING APPLICATION AND CONTRACT

Ms. Abby Sanders informed the Board of Directors that PRPC has been in the public transportation arena since 2006 with the adoption of the region's first Regional Transportation Coordination Plan. Since then, much has been accomplished through the partnership of PRPC staff and the advisory committee, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT). In 2022, the fourth iteration of the PRPC Comprehensive Plan was adopted which set forth new goals for another 5-year planning process. With the adoption of the 2022-2026 Regionally Coordinated Public Transportation Plan, the PRPC and PROMPT set forth specific areas of focus to conduct in-depth research that includes increasing outreach to transportation users, exploring new opportunities for multi-modal connections within the existing transit system, identifying opportunities for coordination and centralization of service or resource pooling, and improving connectivity between transportation agencies and resources. Last month, TxDOT informed PRPC that they would receive \$20,000 to continue work on the coordinated transportation planning process for the 2024a program year based upon state-wide metrics data. TxDOT notified PRPC staff of the application release on June 10th with an application deadline of June 28th. Local Government Services staff have prepared and submitted an application and anticipates that a project grant agreement (PGA) with TxDOT to receive these funds will be fully executed by September 1st, 2024. These funds will allow PRPC staff to continue to hold PROMPT meetings, continue public involvement, conduct plan revisions and begin work on planning and assessments for individual needs identified in the 2022-2026 Regionally Coordinated Transportation Plan.

Mr. Juan Cantu motioned for the Board of Directors to authorize the Executive Director to submit the application for continuation funding and execute the project grant agreement with the Texas Department of Transportation to receive the Public Transportation Coordination Project planning grant funding to continue activities associated with the regionally coordinated transportation planning process. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

14. REGION-1 CANADIAN-UPPER RED REGIONAL FLOOD PLANNING GROUP TECHNICAL CONSULTANT CONTRACT EXECUTION

Mr. Jarian Fred informed the Board of Directors that the Region-1 Canadian-Upper Red Regional Flood Planning group is statutorily required to prepare and draft a regional flood plan that covers a 44-county region from the Texas Panhandle to the Wichita Falls area. In order to develop and adopt the state's 2028 Regional Flood Plan, a consultant will be necessary to help provide the prerequisite technical services for the development and completion of the scope of work contained in the Texas Water Development Board funding contract. The TWDB Scope of Work includes: providing an assessment on existing flood risk, analysis of future flood risks, flood mitigation evaluations and flood mitigation strategies and projects among other tasks. To that end, the Region-1 Flood Planning Group has worked through a Request for Qualifications process for the second cycle of Since the Region-1 Flood Planning body does not have the capacity to directly enter into a professional services contract, PRPC, functioning as the body's political subdivision and administrative agent will need to award the contract to Freese and Nichols on behalf of Region-1. In April, the Board, functioning as the Region-1 political subdivision and administrative agent, selected and awarded the contract to Freese and Nichols. PRPC entered into contract negotiations and the contract, for your consideration, does align with the TWDB budgeted amount of \$2,160,479.03 for the technical sub-consultant.

Mr. Pat Sims motioned for the PRPC Board of Directors to authorize the Executive Director to execute a Technical Sub-Consultant Contract with Freese and Nichols to assist the Region-1 Flood Planning Group develop the 2028 Regional Flood Plan and incorporate any required Texas Water Development Board revisions. Mr. Daniel Jackson seconded the motion; the motion carried by unanimous vote.

15. REGIONAL 9-1-1 FY2024 3RD QUARTER PERFORMANCE REPORT

Mr. John Schaumburg informed the Board of Directors that as stipulated in the agreement between 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 Tobe Shields motioned for the PRPC Board of Directors to approve the FY24 Q3 Performance Report as submitted covering the months of March, April, and May. Mayor Kerry Symons seconded the motion; the motion carried by unanimous vote.

16. REGIONAL 9.1.1 WIDE AREA NETWORK UPGRADE

Mr. John Schaumburg informed the Board of Directors that The Panhandle Regional Planning Commission's 9-1-1 Network delivers 9-1-1 traffic over a Virtual Private Network (VPN). The VPN establishes private connections between the host and remote sites. Currently, fourteen of the 20 remote sites are connected with 1.544 Mbps T1 circuits, six sites are connected with 5 Mbps ethernet circuits, and the two hosts are connected with 20 Mbps ethernet circuits. With the advancement of technology, there has been a corresponding increase in bandwidth demands. As internet service providers (ISPs) continue to roll out optical fiber throughout the region to meet these high demands, there has been a push to vacate the slower outdated T1 copper-line technology. The 9-1-1 Network has obtained a quote from AT&T to upgrade 19 of the 20 remote sites to 10 Mbps ethernet circuits, and both host sites to 40 Mbps. The annual cost increase is about 25 percent, from \$133,920.00 to \$168,334.00. The Commission on State Emergency Communication (CSEC) requires that an amendment request be generated in order to make changes to the FY24-25 Strategic Plan. Pending the PRPC Board of Director's approval, the 9-1-1 Network will request an amendment to shift money into the appropriate program line item to facilitate the additional upgrade cost.

Mayor Kerry Symons motioned for the PRPC Board of Directors to authorize the PRPC Executive Director to approve the quote to upgrade of the 9-1-1 Wide Area Network circuits, pending the CSEC approval of the necessary amendments to the FY24/25 Strategic Plan. Mr. Juan Cantu seconded the motion; the motion carried by unanimous vote.

17. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

A. Comments from the Executive Director.

As a reminder the annual meeting is September 26th. The Board meeting will be held at 4:00 pm. PRPC Board Members and their guest registration fees are compliments of PRPC. Next month on the Board agenda we will have the full PRPC Budget for review and Chairman Rivera has appointed the following Committees: Awards Committee is Judge Ballew, Judge Jones, and Judge Tanner. The Nominating Committee is Judge Howard, Judge Keeter and Mayor Symons. These two committee will meet before August Board meeting to consider the PRPC awards and Board Officers. We will be making calls to the Board of Directors who have an expiring Terms so that we can start planning for filling all of the positions. The Board members with expiring terms Include; PSA 1 – Judge Ballew, PSA 2 – Mayor Shields, PSA 3 – Judge Rank Cogdell, PSA 4 – Judge Christy Dyer, PSA 5 – Judge Kim Jones, Minority Elected Official: Sheriff Sal Rivera, Special District: Phillip Self, Minority Citizens Rep: Oscar Ostos, Legislative Rep: Four Price. Thank you to all of the Board members for being here and for your continued support and Service. Please feel free to reach out if you have any further questions.

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

- 07/01/2024 – Ready, Set, Thrive, First Baptist Church, Amarillo
- 07/02/2024 – MIPPA/TSAP Friona Food Pantry
- 07/02/2024 – MIPPA Outreach, Farwell Rural Health Clinic
- 07/03/2024 – Caregiver, First Central Church of Christ
- 07/09/2024 – Ready Set Thrive, Opportunities Borger
- 07/10/2024 – MIPPA/TSAP, Donley County Senior Citizens
- 07/11/2024 – Economic Development Advisory Committee Meeting
- 07/16/2024 – Ready, Set, Thrive, Silverleaf Senior Facility, Panhandle
- 07/17/2024 – MIPPA/TSAP, Cogdell Rural Health
- 07/18/2024 – Groundwater Management Area (GMA) #1 Meeting
- 07/18/2024 – Local Government Services Summit
- 07/18/2024 – TML Region II Meeting
- 07/22/2024 – MIPPA Hampton Senior Village, Pampa
- 07/24/2024 – Return Home from Hospitalization Health Summit
- 07/25/2024 – Ready, Set, Thrive, Sunray Senior Citizens

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

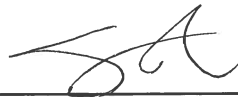
- 08/05/2024 – Matter of Balance, Claude Senior Citizens
- 08/05/2024 – Panhandle Regional Organization to Maximize Public Transportation Meeting (PROMPT)
- 08/07/2024 – MIPPA/RST, Parkinson's Support group
- 08/07/2024 – Caregiver, First Central Church of Christ
- 08/13/2024 – Matter of Balance, Allison UMC
- 08/15/2024 – Ready, Set, Thrive, Pampa Senior Citizens
- 08/15/2024 – VA Caregiver Support Summit, Amarillo VA
- 08/21/2024 – Region A Panhandle Water Planning Group Meeting
- 08/26/2024 – Ready, Set, Thrive, Presbyterian Covenant Senior Group

18. OPEN DISCUSSION

No Discussions

19. ADJOURNMENT

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



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

ATTEST:



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

