

## **PANHANDLE REGIONAL PLANNING COMMISSION**

### **BOARD OF DIRECTORS MEETING MINUTES**

**JUNE 25, 2026**

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, June 25, 2026. 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:**

- Pat Sims, Mayor, City of Dumas
- Shawn Ballew, Oldham County Judge
- Cathy Bunch, Mayor, City of Hereford
- Juan Cantu, Lipscomb County Commissioner
- Michael Clawson, Swisher County Judge
- Rank Cogdell, Briscoe County Judge
- Christy Dyer, Randall County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Chalone Hefley, Wheeler County Judge
- Dr. John Howard, Donley County Judge
- Dan Looten, Carson County Judge
- Mitchell Locke, Roberts County Judge
- Oscar Ostos, Citizen Representative, City of Amarillo
- Wes Ritchey, Dallam County Judge
- Cole Stanley, Mayor, City of Amarillo
- Nancy Tanner, Potter County Judge

#### **MEMBERS ABSENT:**

- Ronae Bunn, Citizen Representative, City of Borger
- Isabel "Izzy" Carrasco, Parmer County Judge
- Eddie Edwards, Canadian River Municipal Water Authority
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Kimberly Jones, Childress County Judge
- Lt. Armando Renteria, Citizen Representative, City of Pampa
- Sal Rivera, Sheriff, Castro County
- Tobe Shields, Mayor, City of Spearman
- Kerry Symons, Mayor, City of Perryton

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director/Executive Deputy Director; Mr. Alex Guerrero, Local Government Services Director; Ms. Lori Gunn, Regional Government Services Director; Mr. John Schaumburg, Regional 9.1.1 Director; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Ms. Melissa Whitaker, Executive Assistant.

**OTHERS PRESENT:** Ms. Helena Ramirez, Sr. District Field Representative for State Rep. Jody Arrington; Ms. Connie Brown, District Director for State Rep. Caroline Fairly; Ms. Sina Tidwell, West Tx Regional Director & Service Academy Manager for U.S. Senator John Cornyn; Ms. Andrea Souflee, Grant Works.

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

Mayor Pat Sims called the meeting to order at 1:31 p.m. and noted that a quorum was present.

2. **INVOCATION**

Judge John Howard gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Judge John Howard motioned to accept the minutes from the Board of Directors meeting held on May 28, 2026. Judge Christy Dyer seconded the motion; the motion carried by unanimous vote.

5. **PRPC VOUCHERS FOR THE MONTH OF MAY 2026**

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. May Vouchers total \$3,603,205.45

Judge Dan Looten motioned for the Board of Directors to approve the vouchers for the month of May 2026. Judge Chalone Hefley seconded the motion; the motion passed by unanimous vote.

6. **PRPC AUDIT SERVICES AGREEMENT**

Mr. Trent Taylor informed the Board of Directors that the Panhandle Regional Planning Commission has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards. For over twenty years, this audit has been performed by Edgin, Parkman, Fleming & Fleming out of Wichita Falls. Since the contract for these audit services expired upon completion of our fiscal year 2025 audit, the PRPC issued a request for proposals (RFP) for audit services for fiscal years ending September 30, 2026, 2027, and 2028, with the option of two one-year extensions for fiscal years 2029 and 2030. The RFP was published in the Amarillo Globe News on May 2, 2026 and May 10, 2026. In addition, the RFP was sent to nine firms, including four local firms, that were maintained on the bidders list. The PRPC received two responses from Edgin, Parkman Fleming & Fleming, and CMMS CPAs and Advisors, and they have been evaluated by staff based on the criteria set forth in the RFP.

Judge Mitchell Locke motioned for the Board of Directors to authorize the Executive Director to execute the engagement letter with EPF&F for fiscal years 2026 through 2028. Judge Rank Cogdell seconded the motion; the motion passed with a unanimous vote.

7. **INVESTMENT POLICY TO INCLUDE TERM SERIES II LOCAL GOVERNMENT INVESTMENT POOLS TO MATURITY**

Mr. Trent Taylor informed the Board of Directors that in an effort to maximize investment returns while maintaining the security of the investments, research has been completed on Local Government Investment Pools (LGIPs) holding to maturity. LGIPs are combined funds from various public entities that operate like a money market mutual fund. LGIPs are not registered with the Securities and Exchange Commission (SEC) and are exempt from SEC regulatory requirements. These pools provide greater flexibility, but also reduce investor protection. By pooling funds, benefits include economies of scale, full-time portfolio management, diversification, and liquidity. These funds are held up to a year. There is a penalty for selling early. These funds are holding the LGIP's to maturity and therefore are considered part of the LGIP. In order to allow these investments, our Investment Policy does not need to be changed since the investments are part of the LGIP.

Judge Nancy Tanner motioned for the Board of Directors to approve the Term Series II, allowing a portion of PRPC unrestricted funds to be invested. Judge John Howard seconded the motion; the motion carried by unanimous vote.

## **8. PROCUREMENT POLICY UPDATE**

Mr. Trent Taylor informed the Board of Directors that in compliance with both the Texas Comptroller of Public Accounts Grant Management Standards (TxGMS) and the federal Simplified Acquisition Threshold (SAT) standards, we are requesting to make some revisions to the PRPC Procurement Policies. With the audit committee's prior approval, we would like to make the following changes:

### **Page 7:**

2-101 PRPC Board of Directors

1. All purchases from \$30,000 or more to all purchases of \$50,000 or more shall be approved by the PRPC Board of Directors

### **Page 15:**

3-201 Raising the Micro Purchase Method threshold from \$3,000 to \$10,000 and requiring a Department Director's Approval

3-202 Raising the Small Purchase Method thresholds from \$3,000 to less than \$30,000 to \$10,000 but less than \$50,000 and requiring the Executive Director's or Finance Director's Approval

### **Page 16:**

3-203 Major Purchase Method must be followed – Purchases from \$30,000 or more to \$50,000 or more

With the PRPC Audit Committee's prior approval, Judge Dan Looten moved for the Board of Directors to approve of the updated PRPC Procurement Policy. Mayor Cole Stanley seconded the motion; the motion carried by unanimous vote.

## **9. REGIONAL 9-1-1 FY2026-Q3 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. The following items make up the key points of the FY26 Q3 performance report covering March, April, and May.

- There were 24,750 9-1-1 calls received from the 21 regional call centers, with 17,999 being wireless (72.72 percent).
- Staff monitored Public Service Answering Points (PSAPs) 25 times with no findings.
- PSAP staff and PRPC staff performed 1,578 Network test calls.
- There were 2 outages during this quarter.
- The region received 1,820 text messages during this period, with the vast majority as test texts.

Judge Rank Cogdell motioned for the Board of Directors to approve the FY26 Q3 Performance Report as submitted, covering the months of March, April, and May. Judge Wes Ritchey seconded the motion; the motion carried by unanimous vote.

## **10. LOCAL GOVERNMENT SERVICES RECRUITMENT SERVICES INTERLOCAL CONTRACT – CITY OF CLARENDON**

Mr. Alex Guerrero informed the Board of Directors that over the past decade, PRPC Staff has assisted many cities in the Texas Panhandle with administrative services, ranging from contractual city management services to city administrator searches to master parks planning. One of the most increasingly demanded services is assistance with the recruitment of professional staff by cities. Recently, the PRPC was approached by the

City of Clarendon to conduct a professional search for their new City Administrator. The City of Clarendon has considered the PRPC's scope of services as it relates to assistance with a professional search and plans to authorize 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 the City of Clarendon for PRPC to continue to work with and assist them in this process. The contract will be focused so that the services can be rendered expeditiously and in a quality manner so that the City can resume normal operations quickly. Compensation will be rated at \$65.00 per hour, with job postings and travel compensated additionally, with a set floor and ceiling to ensure that both parties mutually benefit from the agreement. The following options will be made available for inclusion in contracts: Search Services

1. Develop a Job Description
2. Post the Position notice as directed by the city.
3. Receive copies of all applications submitted to the city and review them.
4. Set up interviews with qualified candidates.
5. Check references and internet history as directed by the city.
6. Make recommendations on a short list of qualified applicants.
7. Contract negotiations with a qualified applicant.
8. On-site services as required by the City Council related to the Search.

Judge Christy Dyer motioned for the Board of Directors to authorize the Executive Director to execute an Interlocal Cooperation Contract with the City of Clarendon and to conduct a formal City Administrator Search. Judge Mitchell Locke seconded the motion; the motion carried with a unanimous vote.

**11. LOCAL GOVERNMENT SERVICES TxCDBG COMMUNITY DEVELOPMENT FUND PROGRAM PROJECT MANAGEMENT SERVICES INTERLOCAL CONTRACT AMENDMENTS**

Mr. Alex Guerrero informed the Board of Directors that the Texas Department of Agriculture (TDA) has long been the funding agency for the Community Development Block Grant (TxCDBG) Program in the State of Texas. In late 2024, TDA solicited applications for the Phase I 2025/2026 TxCDBG Community Development Fund grant program, and PRPC assisted sixteen Panhandle communities in writing, developing, and submitting applications to this long-standing program that supports basic water and sewer infrastructure improvements. This body passed no-cost interlocal agreements for application development for each of these communities in order to comply with TDA requirements pertaining to procurement. The no-cost interlocal agreement is to maintain the long-standing history of providing application development at no cost to Panhandle communities. However, this interlocal agreement is designed to be easily amended contingent upon funding for project management services. Three communities received communication from TDA that they were in line for 2026 Program Year funding and were invited to submit a Phase II Community Development Fund application with PRPC's assistance. All three communities are anticipated to receive grant awards, which will begin on February 1, 2027. This agenda item is to allow for the authorization of the Interlocal Amendment to carry out the administrative function and project management activities, should the projects below receive grant funding.

- Project Management
- Financial Management
- Environmental Review
- Acquisition
- Construction Management
- Fair Housing/Equal Opportunity
- Audit/Close-out Procedures

Below is a list of the three Panhandle communities that are anticipated to receive a grant award. This list includes: project type, amount of TxCDBG funding, the match amount committed by each community, and the amount that will be paid to the PRPC for general administration functions associated with the grant.

| Community        | Program | Project     | Specifics                                      | CDBG      | Match     | Admin    |
|------------------|---------|-------------|------------------------------------------------|-----------|-----------|----------|
| City of Happy    | CD Fund | Water       | Ground Storage Tank Rehab & Water Meter System | \$750,000 | \$15,000  | \$60,000 |
| City of Stinnett | CD Fund | Water/Sewer | Replacement of Water and Sewer Lines           | \$750,000 | \$15,000  | \$60,000 |
| City of Dumas    | CD Fund | Water       | Replacement of Water Line                      | \$750,000 | \$121,000 | \$60,000 |

Judge Wes Ritchey moved for the Board of Directors to authorize the Executive Director to execute amendments to the Interlocal Cooperation Contracts for PRPC to provide TxCDBG administration services. Judge Shawn Ballew seconded the motion. Mayor Pat Sims and Mr. Oscar Ostos abstained; the motion passed with a sufficient number of votes.

12. **REGIONAL SERVICES INTERLOCAL AGREEMENTS FOR ADMINISTRATION OF A HAZARD MITIGATION GRANT**

Ms. Victoria Isbell informed the Board of Directors that the Hazard Mitigation Grant Program is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Unified Hazard Mitigation Assistance Grant Programs (HMA) provide grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMA is to provide a critical opportunity to reduce the loss of life and property due to natural hazards and disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. This grant program allows sub-recipient management costs to be utilized for the administration of the project. These funds are provided at a 100% federal cost-share; there is no local match required for the administration costs. We have several jurisdictions with applications that were recently obligated. Those include:

| Jurisdiction             | Project Type | Amount Requested |
|--------------------------|--------------|------------------|
| Application Under Review |              |                  |
| City of Shamrock         | Generator    | \$4,358.95       |
| City of Spearman         | Generator    | \$5,756.91       |

Judge Rank Cogdell motioned for the Board of Directors to approve of the grant projects and authorize the Executive Director to execute interlocal agreements for professional services from the PRPC's Regional Services Department once awarded on the FEMA Hazard Mitigation Grant Project. Judge John Howard seconded the motion; the motion passed with a unanimous vote.

13. **OPEN DISCUSSION**

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

- A. Comments from the Executive Director. We will hold an Audit Committee meeting via Zoom at 1:30 p.m. on July 20 to discuss merit increases and the cost-of-living adjustment (COLA). Prior to next month's Board meeting, we will need to convene an Executive Committee meeting at 12:00 p.m. to conduct a public hearing and discuss project priority tiers for the Texas Department of Agriculture Community Development Program. The Truth in Taxation, sponsored by Perdue Brandon Fielder Collins & Mott, will be held on June 30 from 9:00 a.m. to 12:30 p.m. at the Region 16 Education Service Center. The organizers have agreed to extend the RSVP deadline through the end of the day tomorrow, June 26. I would like to recognize and thank Ms. Sina Tidwell from Senator Cornyn's Office, Helena Ramirez from Congressman Arrington's Office, and Connie Brown from Representative Fairly's Office for joining us today. We appreciate your attendance and continued partnership. Our next meeting is scheduled for July 23. Please let us know if you have any scheduling conflicts so we can determine whether an alternate date should be considered.

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

- 06/03/2026 – AAA Caregiver Support Group
- 06/09/2026 – LGS Texas Water Development Board Financial Workshop PRPC Coordination Meeting
- 06/11/2026 – AAA Alzheimer's Association Meeting
- 06/16/2026 – AAA Destination Medicare
- 06/16/2026 – LGS Safety Action Plan – Panhandle Advisory Committee Meeting
- 06/16/2026 – AAA Senior Ambassadors Council General Meeting
- 06/17/2026 – LGS Panhandle Organization to Maximize Public Transportation Meeting
- 06/18/2026 – AAA Destination Medicare
- 06/25/2026 – PRPC Board of Directors Meeting

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

- 06/30/2026 – AAA Dementia Symposium
- 07/17/2026 – Region II TML Meeting, Amarillo Civic Center
- 07/26/2026 – PRPC Board of Directors Meeting

15. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:13 p.m.



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

ATTEST:



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