

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS MEETING MINUTES

JULY 23, 2026

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Thursday, July 23, 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. 8th Ave., Amarillo, Potter County, Texas.

MEMBERS PRESENT:

- Pat Sims, Mayor, City of Dumas
- Shawn Ballew, Oldham County Judge
- Michael Clawson, Swisher County Judge
- Rank Cogdell, Briscoe County Judge
- Christy Dyer, Randall County Judge
- 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
- Nancy Tanner, Potter County Judge
- Isabel "Izzy" Carrasco, Parmer County Judge
- Eddie Edwards, Canadian River Municipal Water Authority
- Kimberly Jones, Childress County Judge
- Tobe Shields, Mayor, City of Spearman

MEMBERS ABSENT:

- Ronae Bunn, Citizen Representative, City of Borger
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Lt. Armando Renteria, Citizen Representative, City of Pampa
- Sal Rivera, Sheriff, Castro County
- Kerry Symons, Mayor, City of Perryton
- Cathy Bunch, Mayor, City of Hereford
- Juan Cantu, Lipscomb County Commissioner
- Aldo Gallegos, Citizens Representative, City of Cactus
- Cole Stanley, Mayor, City of Amarillo

STAFF PRESENT: Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director/Executive Deputy Director; Ms. Jaden Eder, Accounting Administrative Assistant/Human Resources; Mr. Alex Guerrero, Local Government Services Director; Mr. Max Seymour, Local Government Services Program Specialist; Mr. Erick Garcia, Local Government Services Program Coordinator; Ms. Lori Gunn, Regional Government Services Director; Mr. Shane Brown, Regional Emergency Communications & Preparedness Program Manager; Ms. Abby Sanders, Regional Emergency Management Planning Program Coordinator; Ms. Katrena Volden, Regional Services Program Specialist; Ms. Victoria Isbell, Regional Services Program Specialist; Mr. John Schaumburg, Regional 9.1.1 Director; Ms. Khasi Campos, Regional 9.1.1 Administrative Assistant; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Melissa Whitaker, Executive Assistant.

OTHERS PRESENT: Ms. Sina Tidwell, West Tx Regional Director & Service Academy Manager for U.S. Senator John Cornyn; Ms. Andrea Souflee, Grant Works; Mr. Phillip

Thomas, TDEM District Chief; Mr. Blake Vineyard, Deputy Regional Director to Senator Ted Cruz; Ms. Adrianna Stowers, Regional Representative for Governor Greg Abbott; Ms. Jennifer Foster, District Director for Senator Charles Perry.

1. CALL TO ORDER

Mayor Pat Sims 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 Christy Dyer motioned to accept the minutes from the Board of Directors meeting held on June 25, 2026. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

5. TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) PROGRAM PROJECT PRIORITIES

Mr. Mike Peters informed the Board of Directors that in May, the Board nominated Dustin Meyer, Canyon Assistant City Manager, to serve as the regional representative for the Texas Department of Agriculture's (TDA) United Scoring Committee (USC). The TDA rules have also tasked each Regional Planning Commission's Board of Directors with the establishment of the project priorities for the 2027 and 2028 Community Development (CD) Fund cycle. The PRPC Executive Committee held a public hearing just prior to this meeting to make a formal recommendation of priorities to the entire PRPC Board for action. These project priorities will provide up to twenty-five percent of the total available points in scoring for projects in the non-entitlement areas of the Texas Panhandle, with Amarillo being the only entitlement city in our area. Sixty-five percent of the total available points are the scoring criteria determined by the USC, and the remaining ten percent of total points will be determined by TDA through past performance measures. Previous scoring criteria have consisted of an applicant's poverty rate, matching requirement, previous funding, and lowest median household income being a tie-breaker. The upcoming USC Meeting will be held on September 2, 2026, at 9:00 AM at the Abilene Heritage Square, 1699 S 1st, Abilene, TX, Stone Owl Classroom, 3rd Floor. All of the communities in the Panhandle were notified of the opportunity to voice their support for specific priorities and were notified of the public hearing that was held just prior to this meeting with the Executive Committee. The public hearing was also published in the Amarillo Globe News on Sunday, July 12th, 2026. As this is a public meeting, we would also like to allow the public to make any comments or suggestions related to the project priorities for the 2027-2028 CD Fund cycle.

Judge John Howard motioned for the Board of Directors to accept the recommended project priorities from the Executive Committee and submit these to the Texas Department of Agriculture for the Panhandle region for use in the upcoming 2027-2028 Community Development Fund cycle. Judge Rank Cogdell seconded the motion. Mr. Oscar Ostos abstained; the motion passed by unanimous vote.

6. PRPC VOUCHERS FOR THE MONTH OF JUNE 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. June Vouchers total \$3,128,195.96

Judge Isabel Carrasco motioned for the Board of Directors to approve the vouchers for the month of June 2026. Mayor Tobe Shields seconded the motion; the motion passed by unanimous vote.

7. PRPC INVESTMENT FUNDS REPORT

Mr. Trent Taylor informed the Board of Directors 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.

	Balance@ 3/31/2026	Balance@ 6/30/2026	30-day Ave. Rate
PRPC's Money Market Fund	\$303,395	\$28,784	1.210%
9-1-1's Money Market Fund	395	170,888	1.870%
Total MMIA Funds	\$303,790	\$199,672	
Other Investments			
Texas Class	\$3,082,254	\$1,178,829	3.769%
Texas Class Government	1,058,468	-	3.552%
Texas Class Term Series II Mat. 11/27/2026	-	1,500,000	3.990%
Texas Class Term Series II Mat. 6/30/2027	-	1,500,000	4.220%
LOGIC	1,481,982	1,642,263	3.760%
Total Invested Funds	\$5,926,494	\$6,020,764	

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 Christy Dyer motioned for the Board of Directors to accept this report as submitted. Judge Nancy Tanner seconded the motion; the motion passed by unanimous vote.

8. **2026-2027 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 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.

Judge John Howard motioned for the Board of Directors to adopt the 2026–2027 Integrated Personnel Classification, Pay Plan and Job Descriptions document as proposed. The Audit Committee will review the Pay Plan prior to the meeting. Judge Shawn Ballew seconded the motion; the motion carried by unanimous vote.

9. **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 two options, both utilizing the BCBS Plans 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 for the employee. Employees may add dependent, spouse, or family coverage to the plan at the employee's expense. Currently, PRPC has 43 employees on the employee plan, with 5 employees electing additional coverage for family members. Staff will provide proposals and a recommendation from the audit committee during the meeting.

Mayor Tobe Shields motioned for the Board of Directors to evaluate and approve a health plan that was recommended by the audit committee. Judge Kim Jones seconded the motion; the motion passed by unanimous vote.

10. **WORKFORCE DEVELOPMENT PURCHASE: HIGH-DEMAND JOB TRAINING PROGRAM – BUSHLAND, CANYON AND HIGHLAND PARK ISD'S**

Mr. Marin Rivas informed the Board of Directors that In March, the Texas Workforce

Commission (TWC) awarded \$150,000 in dedicated Workforce Innovation and Opportunity Act (WIOA) funds to the Panhandle Workforce Development Board (PWDB), for another High Demand Job Training (HDJT) Initiative, through the collaboration between the PWDB and the Amarillo Economic Development Corporation (AEDC), to use the funds to match local economic development sales tax funding for job training, on a dollar-for-dollar basis. Staff has been coordinating with the AEDC to facilitate occupational training at the post-secondary level at local Independent School Districts (ISDs) in the fields of Machining, Robotics, and Welding. Staff is proposing to purchase items in the grant application in partnership with the AEDC, and needed by three local ISDs, by utilizing a portion of no more than \$125,000 of the awarded funding. These items are available from B&J Welding in Amarillo, on The Interlocal Purchasing System (TIPS), a governmental public entity created by the Texas Legislature to conduct competitive procurements and enable government agencies to make purchases using its purchasing contracts.

Judge John Howard motioned for the Board of Directors to authorize the Executive Director to purchase the equipment described above from B&J Welding, up to the amount of \$125,000 to match the AEDC's sales tax monies for high-demand job training. Judge Christy Dyer seconded the motion; the motion passed by unanimous vote.

11. REGIONAL SERVICES MEMORANDUM OF AGREEMENT WITH TEXAS A&M ENGINEERING EXTENSION SERVICE

Ms. Abby Sanders informed the Board of Directors that the Panhandle Regional Emergency Management Advisory Committee (PREMAC) hosts the Panhandle Regional Emergency Preparedness (PREP) Conference annually in Amarillo. This conference is geared toward first responders, medical professionals, city and county administration, and disaster volunteers from the Panhandle and surrounding areas. For each PREP Conference, PRPC Staff partners with TEEX to manage attendee registration, process registration payments, and coordinate continuing education credit for conference participants. TEEX also prepares attendee name badges and provides one staff member to manage the on-site registration and check-in process during the conference. For the 2026 PREP Conference, TEEX has quoted a total cost of \$970 for these services, which includes travel expenses for one TEEX staff member. TEEX will pass the 4% credit card processing fee to the PRPC, consistent with what they have done in previous years.

Judge Mitchell Locke motioned for the Board of Directors to authorize the Executive Director to execute the Memorandum of Agreement with the Texas A&M Engineering Extension Service to provide registration, payment processing, continuing education credits, and registration support for the 2026 PREP Conference. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

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.

Judge Wes Ritchey motioned for the Board of Directors to approve the Ochiltree County generator project and authorize the Executive Director to execute an interlocal agreement for professional services from the PRPC's Regional Services Department once awarded on the FEMA Hazard Mitigation Grant Project. Judge Isabel Carrasco seconded the motion; the motion passed by unanimous vote.

13. REGIONAL SERVICES PANCOM PUBLIC SAFETY COMMUNICATIONS FACILITY LAND LEASE AGREEMENT

Mr. Shane Brown informed the Board of Directors that PRPC was once again awarded funding through the Statewide Emergency Radio Infrastructure grant program to build four new Panhandle Regional Interoperable Communication System (PANCOM)

Towers. In the original grant application, PRPC proposed adding a site close to Samnorwood to give better radio coverage and to close a microwave loop. PRPC initially secured land and a contract was signed for property at Samnorwood in Collingsworth County; however, after the agreement was executed, the property owner requested substantially different lease terms, making the original site no longer a viable option. While working to identify an alternative location, the local Fire Chief recommended one of his firemen who also had property in the vicinity. Mr. Stephen Coyne, a landowner in Collingsworth County, is willing to lease PRPC the land needed to build a 180-foot tower. Mr. Coyne has property just down the street from the original location that was identified. Mr. Coyne will allow us to build our tower on his land at a cost of \$200.00 per month with no escalation.

Judge Dan Looten motioned for the Board of Directors to authorize the Executive Director to execute a Land Lease Agreement with Mr. Stephen Coyne, which will enable the PRPC to build a new PANCOM tower in Collingsworth County. Judge Rank Cogdell seconded the motion; the motion passed by unanimous vote.

14. REGIONAL SERVICES PANCOM FY24 TOWER PROJECT(S) CONTRACT

Mr. Shane Brown informed the Board of Directors that Last year, the PRPC applied for and received funding under the FY24 Statewide Emergency Radio Infrastructure (SERI) program to construct four new Panhandle Regional Interoperable Communication System (PANCOM) radio towers. Two of the towers will replace the two most expensive PANCOM towers currently being leased by the PRPC. The other two will fill in dead spots in communications and close a couple of microwave loops for redundancy. These towers are in Briscoe, Hall, Lipscomb and Collingsworth Counties. Replacing the two leased towers with PRPC-owned towers will save the PANCOM system around \$12,750 (plus 3% per annum) in recurring lease expenses. The PRPC received \$1,500,000 in SERI funding to assist in covering the costs of developing these four new towers. The PRPC issued a request for bids on the provision and installation of the four towers on June 15, 2026. The bids are due on July 15, 2026. The bids will be opened and publicly read aloud that same day. Because this memo is due to go out before the bids will be opened, staff will provide additional documentation at the board meeting outlining the results along with a staff recommendation for the Board based on the bids received.

Judge Isabel Carrasco motioned for the Board of Directors to authorize the Executive Director to execute a contract for the award recommendation for the development of PRPC's four new SERI-funded FY24 PANCOM Towers, which will be presented to you during your meeting on July 23, 2026. Judge Michael Clawson seconded the motion. Judge Rank Cogdell abstained; the motion passed by unanimous vote.

15. REGIONAL SERVICES 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 40+ PRPC Board-appointed members who geographically represent the broad spectrum of emergency management interests in the Texas Panhandle. Each year, approximately one-third of the appointed terms expire, and those members must either be replaced or reappointed, with their 3-year terms beginning in June. When the PRPC Administrative Regulation was amended in 2006, the member term limits were removed (at the PREMAC's recommendation). Each PREMAC member may now serve indefinitely, as long as they are willing to serve and as long as the PRPC Board continues to reappoint them to the committee. PRPC staff has contacted the PREMAC members whose terms expired on May 31 to see if they would be willing to serve another term. A recommendation will be made to the Board to reappoint or appoint the following eight individuals to serve on the advisory committee. If so appointed or reappointed, the terms for these individuals would run from June 1, 2026 through May 31, 2029.

Judge Shawn Ballew motioned for the Board of Directors to consider reappointing and/or appointing the individuals to serve on the Panhandle Regional Emergency Management Advisory Committee. The terms of these individuals would begin June 1, 2026, and end on May 31, 2029. Judge John Howard seconded the motion. Mayor Pat Sims abstained; the motion passed by unanimous vote.

16. REGIONAL SERVICES PANHANDLE REGIONAL EMERGENCY

MANAGEMENT ADVISORY COMMITTEE 2027 GRANT PROGRAM OPERATING PROCEDURES APPROVAL

The Panhandle Regional Emergency Management Advisory Committee (PREMAC) annually reviews its operating procedures to determine whether any changes are needed for the coming year. This is a requirement of the PRPC's interlocal agreement with the Public Safety Office (PSO) of the Governor's Office, and the primary intent of the procedures is to ensure that a fair and structured process is in place for utilizing the State Homeland Security Program (SHSP) funds allocated to the region in the year to come. The PREMAC met earlier this month and, during that meeting, reviewed the procedures that had been used last year. Having considered the FY27 document, the PREMAC decided that no changes need to be made.

Judge John Howard motioned for the Board of Directors to accept the recommendation of the Panhandle Regional Emergency Management Advisory Committee and approve the committee's FY27 Operating Procedures as presented. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

17. LIPSCOMB COUNTY SHERIFF'S OFFICE SPECIAL CONSTRUCTION CONTRACT

Mr. John Schaumburg informed the Board of Directors that the Panhandle Regional 9-1-1 Network upgraded the Multiprotocol Label Switching (MPLS) circuit at the Lipscomb County Sheriff's Office. The upgrade increased the 1.544 Mbps T1 circuit to a 10 Mbps fiber circuit. Most telecommunications companies are migrating away from copper (T1) circuits and are more difficult to maintain than the newer fiber solutions. To accomplish the upgrade, a special construction fee was required from Windstream (now Uniti). The initial quote that was presented to the Regional 9-1-1 Network was \$38,779.70, and did not include the DIR Contract markup, which added an additional \$4,653.56, to bring the total amount of the additional buildout to \$43,433.26.

Judge Cristy Dyer motioned for the Board of Directors to authorize the Executive Director to enter into a DIR contract with Windstream (Uniti) for special construction to the Lipscomb County Sheriff's Office not to exceed \$43,433.26. Judge Michael Clawson seconded the motion; the motion carried by unanimous vote.

18. OPEN DISCUSSION

19. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Comments from the Executive Director. Thank you to the City of Perryton for sponsoring the recent TML Quarterly Meeting, and thank you to everyone who attended last week. We greatly appreciate your continued support and participation. As we approach our busiest time of year, we have several important upcoming events and activities to share. Our next Board meeting is scheduled for August 27. We have also scheduled our Annual Meeting for September 17 at the Amarillo Botanical Gardens. We recognize that this date falls outside of our typical meeting schedule; however, September 17 was the closest available date that accommodated the venue's availability. As part of our Annual Meeting preparations, we will need to schedule an Awards Committee meeting to review nominations for the Beelee Goodwin Award and the Regional Service Awards, which will be presented during the Annual Meeting. Last year, Judge Tanner, Judge Jones, and Judge Ballew served on the Awards Committee. We would greatly appreciate having three volunteers serve on the committee this year. If you are interested in participating, please let us know. We are also pleased to announce that Senator Charles Perry will be joining us as our guest speaker. Attendees will have the opportunity to tour the beautiful gardens and conservatory throughout the event. The Planning Commission is pleased to sponsor attendance for each Board member and one guest. We sincerely wish we could do more to recognize and show our appreciation for each of you and for the many contributions you make to this organization. Your continued leadership, dedication, and support are truly valued. We look forward to seeing everyone at the upcoming meetings and, especially, at our Annual Meeting in September.

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

- 06/30/2026 – AAA Dementia Symposium
- 07/02/2026 – Amarillo Rideshare Voucher Stakeholder Group Meeting
- 07/07/2026 – Panhandle Regional Emergency Management Advisory Committee (PREMAC) Meeting
- 07/08/2026 – LGS Regional Flood Planning Group Meeting
- 07/10/2026 – DRC Advisory Committee Meeting
- 07/15/2026 – Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
- 07/16/2026 – Amarillo Rideshare Voucher Stakeholder Group Meeting
- 07/17/2026 – Region II TML Meeting, Amarillo Civic Center
- 07/23/2026 – PRPC Board of Directors Meeting

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

- 07/28/2026 – LGS Texas Panhandle Inspectors Association Meeting
- 07/29/2026 – RGS Hazard Mitigation Planning Meeting
- 07/30/2026 – LGS Panhandle Water Planning Group Meeting
- 08/18/2026 – Regional Solid Waste Management Advisory Committee (RSWMAC) Meeting
- 08/19/2026 – Panhandle Regional Organization to Maximize Public Transportation (PROMPT) Meeting
- 08/21/2026 – 9.1.1 Network Advisory Committee Meeting
- 08/25/2026 – Open Enrollment Meeting for Staff
- 08/26/2026 – Workforce Department Board Meeting
- 08/27/2026 – PRPC Board of Directors Meeting

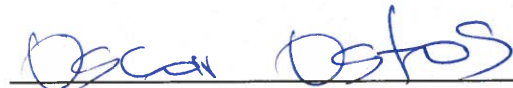
20. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:37 p.m. Judge Rank Cogdell motioned for the meeting to be adjourned. Judge Chalone Hefley seconded the motion.



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

ATTEST:



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

