

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

January 27, 2011

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 27, 2011, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge Wayne Nance, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Jeff Brain, Mayor, City of Borger
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Alderman, City of Cactus
- Pete DeSantiago, Perryton
- Bob Gober, North Rolling Plains RC&D
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- Harold Keeter, Swisher County Judge
- Ernie Houdashell, Randall County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Debra McCartt, Mayor, City of Amarillo
- Wayne Nance, Briscoe County Judge
- Tom Simons, Deaf Smith County Judge
- Tom Velasquez, Wheeler
- Jed Welch, Commissioner, City of Canyon

MEMBERS ABSENT:

- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Vernon Cook, Roberts County Judge
- Brian Gillispie, Mayor, City of Spearman
- Jack Hall, Donley County Judge
- John James, Collingsworth County Judge
- Jay Mayden, Childress County Judge
- Harvey Perez, Hart
- Arthur Ware, Potter County Judge

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Dave Cann, Emergency Communications Program Manager; Mr. Sean Hardman, Criminal Justice Coordinator; Mr. John Kiehl, Regional Services Director; Mr. Shane Brown, Emergency Preparedness Coordinator; Ms. Kimberlee Smith, Regional Services Program Specialist.; Ms. Melissa Henderson, Local Government Services Coordinator; Ms. Leslie Hardin, Workforce Development Program Coordinator; Mr. Tom Dressler, Workforce Development Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Kevin Welch, Amarillo Globe News; Mr. Paul Simpson, Congressman Mac Thornberry's Office; Mr. Brent Odem, Senator John Cornyn's Office; Mr. Steve Schmidt-Witcher, City Manager, City of Cactus

1. **CALL TO ORDER**

Judge Wayne Nance, Chair, called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Judge Harold Keeter gave the invocation.

3. **MINUTES**

Mr. Bob Gober moved to approve the minutes from the meeting held on December 2, 2010, as received. Mayor Debra McCartt seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Don Allred moved to approve the vouchers for the months of November and December, 2010. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

5. **PRPC INVESTMENT FUND QUARTERLY REPORT**

Ms. Cindy Boone, CPA, stated 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 August 23, 1996 for funds under our control. In accordance with this Act, the investment officer of PRPC, which is the Finance Director, is required to submit to the Board of Directors a quarterly report of investment transactions. Ms. Boone presented the report for the period of October 1 through December 31, 2010.

Judge Tom Simons moved to accept the report as presented. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

6. **FAIR HOUSING MONTH PROCLAMATION**

Ms. Melissa Henderson informed the Board that the Panhandle Regional Planning Commission, under contract with the Texas Department of Rural Affairs, provides community and economic planning activities for the Texas Panhandle. Through this contract, the PRPC receives a grant used to provide technical assistance to communities in the Panhandle regarding community and economic development programs.

Under the requirements of the contract, PRPC is required to conduct a Fair Housing Activity in the region. Title VII of the Civil Rights Act of 1968, the Fair Housing Act, prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, age, physical/mental handicap or familial status (i.e. children under 18) and provides for relief including the award of monetary damages where discriminatory housing practices are found.

The passage of a proclamation will fulfill PRPC's requirement to conduct a Fair Housing Activity and will raise the awareness of the importance of equal housing opportunities in the Panhandle.

Judge Don Allred moved to pass a proclamation designating March, 2011 as Fair Housing Month in the Texas Panhandle. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL 9-1-1 NETWORK QUARTERLY PERFORMANCE REPORT**

Mr. Mike Peters reminded the Board that the as stipulated in the agreement between the Panhandle Regional Planning Commission (PRPC) and the Commission on State Emergency Communications (CSEC), we 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 equipment replacement status. The following items make up the key points of the FY11 Q1, performance report covering September, October, and November.

- The network delivered 24,913 9-1-1 calls to regional 9-1-1 call centers and distributed a total of 23,450 public education items.
- Wireless 9-1-1 calls made up 69.18% of total call volume.
- 12 Public Service Answering Points (PSAPs) were monitored with no findings.
- 1,280 network test calls were made by PSAP staff and PRPC employees.
- The program experienced no network outages.

Commissioner Juan Cantu moved to accept the Panhandle Regional 9-1-1 Network's FY2011 First Quarter Performance Report as submitted. Mayor Debra McCartt seconded the motion; the motion carried by unanimous vote.

8. **OFFICE SPACE LEASE AGREEMENT AMENDMENT**

Mr. Gary Pitner reminded the Board that the Planning Commission purchased our current office building at 8th and Jackson Streets in downtown Amarillo back in 1992. In those early years, a fairly sizeable portion of the third floor was not required for Planning Commission purposes and was leased to outside tenants. As time has progressed, Planning Commission space requirements have grown and we now occupy most of the 3rd floor. Our remaining "outside tenants" are Mr. Art Lara, an Amarillo attorney, who

occupies a 1,045 square foot office suite and the Amarillo Chapter of the Alzheimer's Association which occupies a single 173 square foot office.

The Alzheimer's Association has recently approached staff expressing interest in leasing an additional 240 square foot office immediately adjacent to their current space. The additional space would bring their total leased space to 413 square feet. A proposed lease agreement incorporating the additional space has been drafted and is attached for your consideration. The proposed lease agreement is structured as a month to month least at \$275.33 per month (\$3,304 per year).

Councilwoman Zelda Lang moved to authorize the Executive Director to execute an amendment to the current lease agreement with the Alzheimer's Association for additional office space in the PRPC Building. Mr. Tom Velasquez seconded the motion; the motion carried by unanimous vote.

9. **WORKFORCE DEVELOPMENT PROGRAM – CHILD CARE PROVIDER LEARNING MATERIALS PURCHASE**

Mr. Tom Dressler reminded the Board that the American Recovery and Reinvestment Act appropriated stimulus funds to improve the quality of child care available through our region's providers. A plan for the use of these resources was approved in August 2009 by the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body. The plan includes provisions for making age-appropriate learning materials available to child care providers serving infants, toddlers, and preschool and school age children.

Staff proposes to purchase customized learning materials kits that would be consistent with criteria of the Texas Department of Family and Protective Services, and meet associated Texas Rising Star provider guidelines.

In December, a Request for Quotes to obtain these items was issued. Responses were received from six vendors:

- Beyond Play LLC, Berkeley, California
- Hatch, Inc., Winston-Salem, North Carolina
- Kaplan Early Learning Company, Lewisville, North Carolina
- Kimbo Educational, Long Branch, New Jersey
- Lakeshore Learning Materials, Carson, California
- School Specialty, Greenville, Wisconsin

Mr. Dressler reviewed the quotes received from the companies with the Board and stated that four vendors met requirements for scoring. The two vendors with the lowest costs are recommended to provide customized learning materials kits as follows:

<u>Company</u>	<u>Kit - Age Group</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Kaplan	1 - Infant	17	\$556.77	\$ 9,465.09
Beyond Play	2 - Toddler	39	\$621.86	\$ 24,252.54
Beyond Play	3 - Preschool	26	\$582.39	\$ 15,142.14
Kaplan	4 - School age	27	\$919.08	\$ 24,815.16
Total Cost				\$ 73,674.93

Judge Tom Simons moved to authorize the purchase of learning materials to be utilized by area child care providers as presented. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

10. **PANHANDLE REGIONAL CRIMINAL JUSTICE PROGRAM FY11 STRATEGIC PLAN APPROVAL**

Mr. Sean Hardman reminded the Board that the each year, the PRPC is offered a contract by the Criminal Justice Division of the Governor's Office (CJD) to support the regional administration of the Panhandle's criminal justice program. This agreement calls for the PRPC's involvement (among others things) in assisting eligible organizations in developing their community plans and providing those same groups, along with eligible victim service agencies, with guidance in the development and submission of CJD grant applications.

Each year, this contract calls for certain deliverables to be submitted. One such deliverable is to submit a Strategic Plan. This Plan is to be developed according to a certain CJD prescribed format with the following components:

1. The COG's strategic vision as it relates to addressing priorities identified in the Community Plan(s);
2. The mission of the COG relating to criminal justice purposes;
3. A summary of local priorities based on local and regional Community Plan(s);
4. The COG's strategy for addressing these priorities;
5. A description of the steps taken by the COG to coordinate collaborative initiatives that combine efforts of the OneStar Foundation, grantees, volunteers, community-based organizations, faith-based organizations, government agencies and other organizations; and
6. Incorporate output and outcome measures.

Fundamentally, the Strategic Plan is an administrative document summarizing the different Community Plans in the region and the steps to be taken to meet the needs and priorities spelled out in those Plans. Because of the vast area, low population and the rural characteristic of the Panhandle region, many small communities/counties do not submit their own unique Community Plan. This is not uncommon for many areas in the State. Because of this, CJD has given the COG's the authority to create a region-wide Community Plan. The Planning Commission, not unlike many other COGs, develops such a Plan.

Mayor Debra McCartt moved to approve the Panhandle Regional Criminal Justice Program FY2011 Strategic Plan. Mayor Jeff Brain seconded the motion; the motion carried by unanimous vote.

11. REGIONAL JUVENILE SERVICES GRANT APPLICATION RESOLUTION

Mr. Sean Hardman reminded the Board that the Juvenile Justice and Delinquency Prevention (JJDP) Act provides funding to Texas annually. The federal funding agency is the Office of Juvenile Justice and Delinquency Prevention (OJJDP), within the U.S. Department of Justice. The Criminal Justice Division (CJD), Office of the Governor, is responsible for administering the distribution of JJDP funds in Texas. The funds may be used for a variety of juvenile justice and preventive initiatives.

For many years, the PRPC has written and administered this application on behalf of the region's 13 juvenile probation departments. Through this grant program, we contract with each department for the purchase of secure juvenile detention services on their behalf. The amount subsequently allotted to each department is based on that juvenile probation district's juvenile population as a percentage of the region's total juvenile population. This year we are applying for \$60,177.00 which is the same as last year.

These Purchases of Juvenile Services funds are extremely vital to the region's juvenile probation departments. The JJDP funds are one of the last non-local sources of support for these type services.

Judge Ronnie Gordon moved to pass a resolution authorizing the Executive Director to submit a grant application to the Office of the Governor, Criminal Justice Division for Juvenile Justice and Delinquency Prevention Act Funds to purchase juvenile detention services on behalf of the region's Juvenile Probation Departments. Commissioner Jed Welch seconded the motion; the motion carried by unanimous vote.

12. PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY GRANT APPLICATION RESOLUTION

Mr. Sean Hardman stated that in 1970, the PRPC helped to establish the Panhandle Regional Law Enforcement Academy (PRLEA) with the assistance of grant funds through the Criminal Justice Division (CJD), Office of the Governor. The continued operation of the Law Enforcement Academy has been supported by funding from CJD which must be requested annually.

The PRPC anticipates continuing to contract with Amarillo College to operate the PRELA. Amarillo College will also offer basic certification courses and a multitude of topics for in-service and specialized training courses required by the PRELA contract. Courses such as these are a requirement for peace officers to maintain their certification. All law enforcement agencies in the Panhandle use the PRELA to train new officers and provide in-service training to existing officers. Furthermore, funds are set aside in an Out-of-

Region Training fund (ORT) to assist officers traveling outside our region to courses which cannot be feasibly offered in the region.

Continued funding from CJD will be required to make sure that our region's law enforcement officers receive adequate training to meet the growing demands placed upon peace officers and their departments. PRPC staff is suggesting that the FY12 grant request be \$98,052. This is the same amount that was applied for in last year's grant cycle.

Judge Harold Keeter moved to pass a resolution authorizing the Executive Director to submit a grant application to the Office of the Governor, Criminal Justice Division for the funds to support the continuing operation of the Panhandle Regional Law Enforcement Academy. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

13. SEXUAL ASSAULT NURSE EXAMINERS PROGRAM AGREEMENT

Ms. Kimberlee Smith stated that in 2010, the PRPC accepted an allocation of funding through the 2009 American Recovery & Reinvestment Act (ARRA) Stop Violence Against Women Act (VAWA) program on behalf of the region. This allocation was a one-time occurrence that came as a result of the President's stimulus package. If you'll recall, many pre-existing grant programs were used to funnel the stimulus funds down to the local level; in this case the funding vehicle was the VAWA program. The region annually receives funding through the VAWA program but the funds received under the 2009 ARRA VAWA were a special, supplemental allocation whose use was designated for several defined purpose areas.

One of the projects being funded under the 2009 program is intended to increase the number of Sexual Assault Nurse Examiners (SANE) nurses in the region. Right now, the primary enclave for SANE capabilities resides with the Northwest Texas Hospital System (NWTHS) in Amarillo. Pampa Regional Medical Center also has one certified SANE nurse on staff but her participation in the program is fairly restricted due to the fact that SANE is secondary to her primary responsibilities as a trauma nurse. Other than that, no other hospital in the region currently supports a SANE program; that's why initially we felt there would be great potential for expanding the program into other areas of the Panhandle.

After spending several months trying to recruit other area hospitals into the program; staff determined that no other hospitals are in a position to take the program on right now. NWTHS will for the foreseeable future remain the primary source for SANE examinations for the region. Additionally, the hospital heads up the local Sexual Assault Response Team (SART) and actively works with local law enforcement and other social services organizations to combat sexual abuse in the area.

PRPC staff is recommending that the funds that were originally intended for propagating new SANE programs around the region now be used to enhance the NWTHS SANE program. The NWTHS program serves victims from across the region and the hospital has made a long-term commitment to maintaining the program in the future.

Judge Don Allred moved to authorize of the Executive Director to execute an agreement with Northwest Texas Healthcare System to provide training, equipment and facilities to maintain and enhance a regional Sexual Assault Nurse Examiner (SANE) Program. Commissioner Jed Welch seconded the motion; the motion carried by unanimous vote.

14. INTEROPERABLE EMERGENCY COMMUNICATIONS TRAINING SERVICES AGREEMENT

Mr. John Kiehl stated that the PRPC receives funding under the Interoperable Emergency Communications Grant Program (IECGP) to develop regional plans and procedures that are consistent with state/federal guidelines for public safety communications. Our regional plans have to mesh with the communications standards set in the Texas Statewide Communications Interoperability Plan (SCIP) which in turn supports the national standards established by the Department of Homeland Security in the National Emergency Communications Plan (NECP). This three-tiered planning is consistent with the SAFECOM Interoperability Continuum which is widely accepted and used by the emergency response community to address critical elements for planning and implementing interoperability solutions. These elements include governance, standard operating procedures, technology, training and exercises, and usage of interoperable communications.

The PRPC's chief responsibilities under the 2010 IECGP will revolve around updating our Regional Interoperable Communications Plan (RICP) and in training and exercising the region's first responders to the NECP Goal 2 standards.

Satisfying Goal 2 basically requires having and using common interoperable channels or talkgroups in the frequency band used day-to-day in the region, and having access to a mobile or fixed gateway which incorporates the interoperability channels of the other bands. As an element of demonstrating this goal, the NECP calls also for the development of Standard Operating Procedures.

The PRPC created a document under the direction of the Panhandle Regional Emergency Management Advisory Committee entitled, "Suggested Practices for Public Safety Communications". The document was reviewed and approved by the PRPC Board in October and essentially represents this region's SOPs. Since then, PRPC staff has built a training curriculum around this document and developed and delivered a train-the-trainer

(T-t-T) course on the curriculum. Those individuals who completed the T-t-T course are now prepared to go out and deliver the training to first responder agencies around the region.

Over the past two years, the PRPC has contracted with an individual to first, assist with the development of the RICP/SOPs and the SOP training program and then, deliver the training. We're just now to the point where the training can be delivered and unfortunately, due to personal circumstances, the person who was to do this training will no longer be able to do so, at least not outside of Amarillo.

Therefore, staff is recommending that the PRPC contract with the instructors who successfully complete the T-t-T course to deliver this Goal 2 training on a per course basis. We're proposing to pay the instructors \$300 per course, plus mileage.

Mr. Tom Velasquez moved to authorize the Executive Director to execute training service agreements with qualified individuals to deliver regional interoperable emergency communications training to Panhandle area stakeholders. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

15. **PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) SITE USE AGREEMENTS**

Mr. Dave Cann stated that throughout the development of PANCOM, sites for PANCOM repeater equipments have been carefully chosen for appropriate VHF radio coverage. In February 2007, PRPC executed a two-site lease agreement with Rapid Acquisition Company, LLC for PANCOM equipment installation at tower sites near Silverton and near Memphis.

Subsequently, Rapid ceased operations and assigned their tower-site interests to RB3, LLC dba Reach Broadband. In perfecting new ground leases with the landowners at the two sites, RB3 discovered that their ground lease costs at the Silverton site would approximately triple, and they were forced to consider removing the towers and equipment from the land near Silverton.

PRPC has made significant investments at the two sites, which are ideally located for our purposes. Staff review of the two leases revealed that our payments to Rapid/RB3 have indeed been considerably below market. In a good-faith effort to do what is right and to avoid cancellation of our site use agreement at Silverton, staff and RB3 developed two new lease agreements to supersede the 2007 two-site agreement with Rapid. Mr. Cann reviewed the changes in the new agreements with the Board.

Judge Tom Simons moved to authorize the Executive Director to execute tower site use agreements with RB3 dba Reach Broadband related to the on-going roll-out of the Panhandle Regional Interoperable Communications System. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

16. **PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER PURCHASE**

Mr. Dave Cann stated that PRPC is managing the development and implementation of the Panhandle Regional Interoperable Communications System (PANCOM), a region-wide project to provide public-safety agency dispatch channels and wide-area communications to over two hundred law enforcement, fire service, EMS, and public works agencies in the region. Purchase orders for this project that are ready at this time include the following:

PO #	Vendor	Description	Amount
• 140001-25	Hutton Comm	(10) Rptr Power Amplifiers	\$ 45,041.20
• 140006-2	Motorola Solutions	(13) Microwave Link Equipment	\$130,864.50
• 140006-3	Tessco Inc. (GSA)	1 Lot, Microwave Dish Antennas	\$ 25,462.54

Judge Ronnie Gordon moved to authorize the purchase of VHF repeater, microwave radio, and antenna equipment related to the on-going roll-out of the Panhandle Regional Interoperable Communications System. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

17. **PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER PURCHASE**

Mr. Dave Cann stated that throughout the development of PANCOM, sites for PANCOM repeater equipments have been carefully chosen for appropriate VHF radio coverage. As the PANCOM program begins to implement microwave ethernet links between repeater sites, additional needed sites are being identified. Some sites selected are government-owned; some are owned by private-sector organizations.

One site needed for PANCOM equipments has been offered for sale to PRPC rather than as a lease is A&J Tower Company tower and improvements, vicinity Pampa TX, ASR# 1254961. The tower and site improvements are on leased land owned by National Oilwells Arco (formerly Cabot Corp). National Oilwells Arco is preparing documents to lease the surface and access rights to PRPC for \$1.00 and other good and valuable consideration.

Staff estimates that the total ten-year ownership cost for the tower and site improvements would be approximately \$27,000. A market-price lease on the tower would be approximately \$65,000 for a ten-year period.

Judge Ernie Houdashell moved to authorize the Executive Director to execute a Purchase Order or Purchase Agreement in the amount of \$12,000.00 to A&J Tower Company and to accept the property conveyed by Bill of Sale. The motion further authorized the Executive Director to execute an appropriate ground lease with National Oilwells Arco at a cost of \$1.00 and other good and valuable consideration. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

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

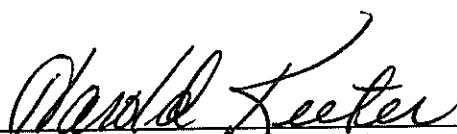
- A. Mr. Gary Pitner reported on the minority representative elections conducted in Canadian, Dumas and Wheeler.
- B. Mr. Gary Pitner presented to the Board the PRPC's FY10 Productivity and Performance Report as submitted to the Office of the Governor, State Auditor, Comptroller of Public Accounts and the Legislative Budget Board
- C. Mr. Gary Pitner announced that the PRPC received a Certificate of Excellence in Financial Reporting from the Government Finance Officer's Association for the PRPC's FY09 Comprehensive Annual Financial Report. He thanked Cindy and her staff for the work they do in order to receive this recognition.
- D. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

19. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:45 p.m.


 Wayne Narice, Chairman
 Panhandle Regional Planning Commission
 Board of Directors

ATTEST:


 Harold Keeter, Secretary/Treasurer
 Panhandle Regional Planning Commission
 Board of Directors