

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

December 1, 2011

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

Judge Harold Keeter, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Jon Behrens, Commissioner, City of Canyon
- Juan Cantu, Lipscomb County Commissioner
- Cleo Castro, Alderman, City of Cactus
- Vernon Cook, Roberts County Judge
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, North Rolling Plains RC&D
- Ernie Houdashell, Randall County Judge
- Ronnie Gordon, Hartley County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Bibo Ramirez, Councilman, City of Tulia
- Tom Simons, Deaf Smith County Judge
- Tom Velasquez, Wheeler

MEMBERS ABSENT:

- Jeff Brain, Mayor, City of Borger
- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Pete DeSantiago, Perryton
- Jack Hall, Donley County Judge
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Arthur Ware, Potter County Judge (Temporary Leave of Absence)

STAFF PRESENT: Ms. Jamie Allen, Local Government Services Coordinator; Mr. Mike Peters, Regional 9-1-1 Network Director; Ms. Elizabeth Thomas, Regional Services Program Coordinator; Mr. John Kiehl, Regional Services Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Mr. Paul Simpson, Congressman Mac Thornberry's office; Mr. Tommy Bogart, City of Stratford

1. CALL TO ORDER

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

2. INVOCATION

Judge Don Allred gave the invocation.

3. MINUTES

Mr. Bob Gober moved to approve the minutes from the meeting held on October 27, 2011, as received. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Judge Jay Mayden moved to approve the vouchers for the month of October, 2011. Judge Vernon Cook seconded the motion; the motion carried by unanimous vote.

5. **PANHANDLE AREA STATE LEGISLATIVE DELEGATION BOARD MEMBER APPOINTMENT**

Mr. Gary Pitner reminded the Board that the Planning Commission's Bylaws were amended during the recent Annual Meeting to reflect legislative changes regarding the composition of the governing bodies of regional planning commissions in Texas. The amended statutory language and our corresponding bylaw amendment calls for the Planning Commission to offer an ex-officio, non-voting seat on the Board to a member of the Texas Legislature who represents a district located in whole or in part within the boundaries of the PRPC's service region.

Pursuant to the above noted requirement, staff has contacted State District 87 Representative Walter "Four" Price of Amarillo regarding possible service on the PRPC Board. Representative Price indicated his interest in and willingness to serve on the PRPC Board.

Judge Tom Simons moved to appointment Texas House member Walter "Four" Price, District 87 to a three-year term as an ex officio, non-voting member of the Planning Commission's Board of Directors. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

6. **RURAL TRANSPORTATION ASSISTANCE PROGRAM APPLICATION**

Ms. Jamie Allen stated that the Planning Commission has benefitted from Texas Department of Transportation funding under the Regional Transportation Coordination program since 2007. Under this program PRPC staff serves as the administrative staff for the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) (formerly the Regional Transportation Advisory Group-RTAG) and assists member agencies with the implementation of the strategies laid out in the newly updated Panhandle Regional Transportation Plan. PRPC staff's responsibility in the implementation of many of these strategies largely involves the coordination of member agency efforts and assisting member agencies in applying for fiscal assistance.

The Texas Department of Transportation currently has funding available for the Rural Transportation Assistance Program (RTAP). Staff feels that this program's focus aligns very well with the goals and efforts of the Regional Transportation Coordination effort. Currently, PRPC utilizes portions of three staff member's time on transportation effort. The RTAP program would provide additional resources to staff in implementing strategies identified in the Regional Transportation Plan. Funding under the program can be up to \$60,000 per year for three years.

Commissioner Juan Cantu moved to authorize the submission of a Rural Transportation Assistance Program Planning Grant application to the Texas Department of Transportation. Judge Vernon Cook seconded the motion; the motion carried by unanimous vote.

7. **FY2012-2013 REGIONAL SOLID WASTE MANAGEMENT PROGRAM FUNDING PLAN AMENDMENT**

Ms. Elizabeth Thomas stated that on October 27th the PRPC Board of Directors reviewed and approved a Regional Solid Waste Management Program Funding Plan for use during the FY 2012/2013 biennium. Since then; however, PRPC staff has been in communication with the Texas Commission on Environmental Quality (TCEQ) regarding a carry-over issue from the last biennium, which can be simply addressed with an amendment to the FY 2012/2013 Funding Plan.

During the FY11 Solid Waste Grant competition the City of Pampa requested \$90,000.00 to construct a new baling/recycling center. The City's application was scored along with 14 other FY11 applications and was recommended to receive partial funding at 63% (\$56,807.95) of the original request. This recommendation was not made because the City's application was somehow found wanting or deficient. In short, all the other FY11 projects were ranked above the Pampa application and the City essentially received the balance of funds not awarded to the other projects.

Around this same time the PRPC was advised by the TCEQ that the Governor might require the Solid Waste Grant program to return 10% of the FY11 funds to the State's coffers. Therefore, all FY11 contracts were written to reflect that probable decrease. This took Pampa's project funding down to \$51,127.16 from the original \$90,000.00 request. The City of Pampa elected to move forward with the project with the hope that any unspent funds would be available to their partially-funded project as has been the practice in years past.

As the legislative session came to a close in June, the decision was made to cut the Solid Waste Grants Program by 55%. Understanding the effect the cut would have on local programs, the TCEQ allowed the COGs to carryover any unspent FY10-11 funds into the next biennium. The FY2012-2013 Regional Funding Plan was originally presented to the PRPC Board with the assumption that the carry-over funds would be available to meet the needs left from the last grant cycle, which, to a certain degree is the case.

Pampa can re-apply for funding under the FY12 competition. However, there is a statute of limitations on costs already incurred. The City of Pampa has nearly completed the construction of its recycling/baling facility (at an actual cost of ≈ \$165,000). All invoices related to the work have to be submitted to the TCEQ within 90 days of the close of the last fiscal year. As it stands, if the FY12 grant competition runs its course as currently scheduled, the FY12 projects will not be finally approved until late January. If the City of Pampa is to be reimbursed costs for work that has already been done, those invoices would have to be submitted before the end of December. So, reapplying in FY12 is not going to resolve the situation. But, if the project is written into the funding plan as a pre-approved project, the costs related to the Pampa project can be submitted as soon as the Funding Plan is approved and before the end of December.

In our discussions, TCEQ suggested that as a resolve, the Panhandle's FY2012-2013 Funding Plan be amended as is now being proposed. The proposed amendment was sent out to the members of the Panhandle Regional Solid Waste Management Advisory Committee for comment and consideration of approval. Those that responded stated that they were in favor of the recommended change(s).

In that same message, staff also recommended that the PRPC's Regional Marketing & Transportation Program be identified as a pre-approved project in the Funding Plan. In the past, this project has been identified as a pre-approved project in the RSWMAC's Biennial By-Laws but for clarity's sake we suggested that the project also be included in the Funding Plan. Both projects can be written into the Funding Plan with an amendment to one section of the document.

Judge Vernon Cook moved to approve the amendment to the Planning Commission's FY2012-2013 Regional Solid Waste Management Program Funding Plan. Judge Tom Simons seconded the motion; the motion carried by unanimous vote.

8. LAW ENFORCEMENT VEHICLE EQUIPMENT DISTRIBUTION

Mr. John Kiehl stated that last August, the Board of Directors authorized PRPC staff to issue a purchase order for the 51 Rockets being purchased under our 2010 State Homeland Security Program (SHSP) Law Enforcement Terrorism Prevention Activity (LETPA) Panhandle Regional Data & Information Exchange (PRIDE) project. The Rocket is a mobile communications appliance that provides first responder vehicles with fast and secure broadband Internet, WiFi host connectivity, and a high-speed wireless data client upload capability. These 51 Rockets were intended to be installed in police vehicles that are already equipped with Mobile Data Terminals (MDTs – in-car computers) to provide them with enhanced internet capabilities. This 2010 SHSP LETPA project was designed to be a follow-on to the PRIDE MDT project that was undertaken jointly by Randall County and the PRPC in 2009.

Later in August, PRPC staff surveyed all the police/sheriff departments in the region to determine how many of the agencies wanted a Rocket and if so, how many Rockets each agency wanted. Based on the responses received, staff developed a distribution approach and then sent that to the members of the PRIDE steering committee for their consideration of approval. The members that responded indicated that the distribution represented a reasonable and fair split of the 51 Rockets available. Mr. Kiehl reviewed the recommended distribution of these 51 Rockets with the Board in detail.

Judge Don Allred moved to approve the distribution of 51 internet service booster devices to support mobile data terminals in law enforcement vehicles in the Texas Panhandle the motion further authorized the Executive Director to execute agreements with each agency receiving a Rocket(s) transferring ownership of the equipment to the receiving agency per the terms of the Transfer Agreement. Councilman Bibo Ramirez seconded the motion; the motion carried by unanimous vote.

9. FY2011 HOMELAND SECURITY GRANT PROGRAM AGREEMENTS

Mr. John Kiehl stated that in August, the Board of Directors approved the Panhandle Regional Emergency Management Advisory Committee's (PREMAC) 2011 Homeland Security Grant Program funding recommendations. Of the \$902,359.13 in total FY2011

funding the Panhandle is receiving, \$726,183.44 was approved for projects to be implemented by the PRPC on behalf of the region. The balance of the funds was awarded to the City of Amarillo to implement a project that will provide secure, encrypted radio communications for the police department's SWAT and Narcotics Division; both units are available for mutual aid. By way of comparison, this time last year, the Board was considering the approval of Homeland Security grants totaling \$2,427,764.38.

Mr. Kiehl reviewed the list of projects to be implemented by the PRPC for FY2011. We recently received the sub-recipient agreements from the State Administrative Agency (SAA) for the funding to carry these projects out. The funds will come to us under four separate agreements.

Judge Jay Mayden moved to authorize the Executive Director to execute a sub-recipient agreement with the Texas Division of Emergency Management for FY2011 Homeland Security Grant funds for the Panhandle region. Councilwoman Zelda Lang seconded the motion; the motion carried by unanimous vote.

10. DIGITAL COPIER SYSTEM LEASE

Ms. Rebecca Rusk stated that the Planning Commission currently has three copiers for use by all departments. Two of the copiers, Xerox Work Centre 5645 low volume digital copiers, are located on the first and third floors. The higher capacity copier with more features is located on the second floor. It is a Xerox Copy Centre 265, which we began leasing in May 2007. The monthly lease payment and maintenance cost on this machine is \$509.04. The lease on this machine ends in April 2012. Also located on the second floor is a Xerox W7210 copy system, which is a color copier. The monthly lease payment on it is \$201.07 and its lease doesn't expire until December 2015. This copier is primarily used by our Regional 9-1-1 Network Program; however every department is able to utilize it as well.

As staff was preparing the 2012 budget, we felt it necessary to explore the possibility of trading both copiers on the second floor in for one high-volume color copier. After meeting with Xerox sales representatives, staff has determined that a savings can be achieved by trading in the Xerox Copy Centre 265 and the Xerox W7210 and leasing a new system – the Xerox Work Centre 7775.

This system is listed on the (DIR) Texas Department of Information Resources, and the Planning Commission's procurement policies allow us to purchase through this program. The monthly cost of the copier with a professional finisher is \$552.16.

Commissioner Juan Cantu moved to authorize the lease of a digital copier system from Xerox Corporation. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

11. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

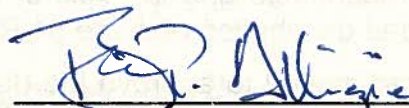
A. Mr. Gary Pitner reported on the Minority Citizens Representative election conducted in Friona on November 17.

B. Mr. Gary Pitner announced that the Planning Commission's received the Certificate of Excellence in Financial Reporting from the Government Finance Officer's Association for the PRPC's FY10 Comprehensive Annual Financial Report.

C. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:05 p.m.



Brian Gillispie, Vice-Chair
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission