

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

March 25, 2010

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Tuesday, March 25, 2010, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Councilwoman Zelda Lang, Chair, presided.

MEMBERS PRESENT:

- Mr. Tom Bailliff, Greenbelt Municipal & Industrial Water Authority
- Jeff Brain, Mayor, City of Borger
- Juan Cantu, Lipscomb County Commissioner
- Brian Gillispie, Mayor, City of Spearman
- Ronnie Gordon, Hartley County Judge
- Jack Hall, Donley County Judge
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Debra McCartt, Mayor, City of Amarillo
- Wayne Nance, Briscoe County Judge
- Gene Parker, Randall County Commissioner
- Harvey Perez, Hart
- Tom Simons, Deaf Smith County Judge
- Arthur Ware, Potter County Judge
- Jed Welch, Commissioner, City of Canyon

MEMBERS ABSENT:

- Don Allred, Oldham County Judge
- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Bob Gober, North Rolling Plains RC&D
- Jay Mayden, Childress County Judge
- Tom Velasquez, Wheeler
- Tresa Whaley, Vega

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Greg Green, Regional 9-1-1 Network Director; Mr. John Kiehl, Regional Services Director; Mr. Tom Dressler, Workforce Development Director; Mr. Dave Cann, Emergency Communications Manager; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Mr. Paul Simpson, U.S. Representative Mac Thornberry's Office; Mr. Mark Fleming, Edgin, Parkman, Fleming and Fleming; Mr. Kevin Welch, Amarillo Globe News

1. CALL TO ORDER

Councilwoman Zelda Lang, Chair, called the meeting to order and noted that a quorum was present.

2. INVOCATION

Judge Ronnie Gordon gave the invocation.

3. MINUTES

Mayor Debra McCartt moved to approve the minutes from the meeting held on February 25, 2010 as received. Judge Arthur Ware seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Tom Simons moved to approve the vouchers for the month of February, 2010. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

5. **2009 AUDIT PRESENTATION AND ACCEPTANCE**

Ms. Cindy Boone, CPA and Mr. David Parkman with Edgin, Parkman, Fleming and Fleming presented the Planning Commission's Comprehensive Annual Financial Report for the period ending September 30, 2009.

Commissioner Gene Parker moved to accept the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12-month period ended September 30, 2009. Mayor Brian Gillispie seconded the motion; the motion carried by unanimous vote.

6. **REGIONAL RECYCLABLE MATERIALS TRANSPORTATION CONTRACT RENEWAL**

Mr. John Kiehl reminded the Board that for the past eight years, the PRPC has applied for and received funding through the Regional Solid Waste Grants Program to support the transportation costs associated with the Regional Marketing and Transportation (RM&T) Program. The PRPC uses RM&T funds to pay transportation on the shipment of certain loads of baled recyclable materials to intermediate buyers. This allows the community producing the bales to keep their operating costs lower thus providing more incentive to maintain and expand their recycling programs.

Usually, a community recycle center is able to ship a full-load of a single material to the mill. This is called a direct-mill load. Communities receive a premium price for direct-mill loads and are only charged a 10% processing fee for the transportation and marketing services. Occasionally; however, a PEP member community will elect to add a new material such as plastics or computer paper to their recycle program. When this happens it can take a long time to accumulate the 40+ bales required for a direct-mill load; therefore, the community contracts PRPC to put their odd bales together with bales from other communities to form a mixed-load that then is transported to an intermediate buyer. PRPC utilizes a local trucking company to pick-up mixed loads from multiple communities and transport these bales to the intermediate buyer in Lubbock.

Since 2002, the PRPC has contracted with Calvin Fletcher Trucking to provide the transportation services needed to run mixed loads. The company has been extremely reliable and very accommodating. The original contract with Fletcher allowed for the agreement to be extended in 2-year increments.

PRPC staff is once again recommending the Board authorize an extension to our Transportation Services Agreement with Calvin Fletcher Trucking.

Judge Tom Simons moved to authorize the Executive Director to execute a contract renewal with Calvin Fletcher Trucking for the transportation of regional recyclable materials. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

7. **FOOD NET PROGRAM FUNDING APPLICATIONS**

Ms. Stacey Urbanczyk stated that in October 2004, the AAA formed a partnership with the Lee Bivins Foundation, which operates the Elizabeth Jane Bivins Culinary Center, to provide meals for the nutrition program. The program is named "Nutrition for Experienced Texans" and is referred to as the Food NET.

The nutrition program is dependent not only on the funds received from the AAA, but also funds from the United Way of Amarillo and Canyon and the City of Amarillo Community Development Block Grant Program. The City of Amarillo Community Development Block Grant Program operates on a funding cycle that begins October 1 and ends on September 30 of the next year.

In February this year the AAA was invited to re-apply for the Community Development Block Grant Program. If approved, this money will be used to increase service to the nutritionally at-risk low and moderate-income elderly and disabled adults residing within the Amarillo city limits. This funding allows the Food NET

program to serve meals to the disabled-under 60 population who are not eligible for funds from the AAA.

Commissioner Juan Cantu moved to authorize the submission of a grant application to the City of Amarillo for Community Development Block Grant Funds to partially support the delivery of meals to qualified individuals in need in Amarillo. Commissioner Jed Welch seconded the motion; the motion carried by unanimous vote with Mayor Debra McCartt abstaining.

8. CHILD CARE FUNDING APPLICATION

Mr. Tom Dressler stated that a portion of the State's annual allocation to the Panhandle for child care programs is contingent upon our securing local matching funds. For several years, a significant amount of these matching funds has been secured through a competitive grant under the City of Amarillo's Consolidated Plan for Housing and Community Development.

This year, the City committed \$110,000 in Community Development Block Grant (CDBG) funds to this effort. This allowed us to access \$230,523 in additional federal child care monies. The combined amount of \$340,523 is being used to purchase child care services for over 100 youngsters from low-income Amarillo families each day.

For the coming year, we propose to submit an application to the City of Amarillo for \$120,000. This would allow us to access an estimated \$251,479 in additional federal child care funds.

Judge John James moved to authorize the submission of a grant application to the City of Amarillo for Community Development Block Grant funds to support the delivery of child care services in Amarillo. Mr. Harvey Perez seconded the motion; the motion carried by unanimous vote, with Mayor Debra McCartt abstaining.

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

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. The necessary VHF repeater and microwave equipments are located at various government-owned and private-sector owned sites chosen for radio coverage reasons.

Needed government-owned sites are each incorporated into PANCOM by a Memorandum of Understanding (MOU) between PRPC and the owning government entity. Because these MOUs create obligations for PRPC, they must be approved by the Board of Directors. Site use agreements for the Board's consideration include the City of Borger Premier Street Water Tank Tower, the City of Channing Denver Avenue Water Tower and the City of Dumas Salim Water Tower.

Mayor Debra McCartt moved to authorize the Executive Director to execute communications site use lease agreements with the City of Borger, Channing and Dumas. Mayor Brian Gillispie seconded the motion; the motion carried by unanimous vote.

10. PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) EQUIPMENT 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. Implementation of PANCOM requires procurement of various radio communications and IT networking equipments, plus installation and testing by a variety of contractors working for PRPC.

PRPC Procurement Policy requires approval by the Board of Directors for all procurements that exceed \$25,000.00. Purchase orders for this project that are ready at this time include:

| <u>PO #</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> |
|-------------|---------------|-----------------------------|---------------|
| • 940005-15 | Tessco Inc. | (30) Microwave Dish antenna | \$25,545.45 |
| • 940005-21 | INX, Inc. | (10) Cisco 3560 Switch | \$27,944.00 |

Judge Ronnie Gordon moved to approve the purchase of 30 microwave dish antennas and 10 Cisco switches related to the ongoing rollout of the Panhandle Regional Interoperable Communications System. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

11. **REGIONAL 9-1-1 NETWORK PSAP INSTALLATION COST REIMBURSEMENT APPROVAL**

Mr. Greg Green stated that the Panhandle Regional 9-1-1 Network has completed the installation of new 9-1-1 call-taking equipment at all 23 9-1-1 Public Service Answering Points (PSAPs) in the region. This \$1.9 million dollar project, coupled with the implementation of a digital network connecting all sites with the PRPC building, are the first steps in preparing for the next generation of emergency communications.

The Regional 9-1-1 Networks' funding agency, the Commission on State Emergency Communications (CSEC), allows for the reimbursement of certain expenses related to the installation of 9-1-1 call-taking equipment. When the existing floor plan of a communications center is determined to be a limiting factor in the effective and efficient provision of emergency communications services, the program has some discretion in providing funds to support remodeling projects.

The Collingsworth County Sheriff's Office has long been recognized as the agency most in need of such a remodel. However, doing so prior to installing the new equipment would have involved moving the old equipment twice and potentially impacting the county's ability to provide 9-1-1 service. Collingsworth County accepted a bid of \$6,800.00 to remodel the center to include moving walls, creating workstations areas, building new cabinets and countertops and generally making the area more suited to the task of emergency communications.

Judge Jack Hall moved to approve the reimbursement of eligible 9-1-1 Network Public Service Answering Point installation costs of Collingsworth County. Commissioner Gene Parker seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Gary Pitner reported on the Texas Association of Regional Councils (TARC) Spring Quarterly Meeting conducted on March 9-11, 2010, in Austin.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

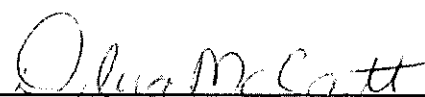
13. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.



Zelda Lang, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Debra McCartt, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors