

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

May 27, 2010

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, May 27, 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:

- Don Allred, Oldham County Judge
- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Vernon Cook, Roberts County Judge
- Pete DeSantiago, Perryton
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, North Rolling Plains RC&D
- Ronnie Gordon, Hartley County Judge
- Saul Hernandez, Amarillo
- John James, Collingsworth County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Debra McCartt, Mayor, City of Amarillo
- Wayne Nance, Briscoe County Judge
- Arthur Ware, Potter County Judge

MEMBERS ABSENT:

- Jeff Brain, Mayor, City of Borger
- Juan Cantu, Lipscomb County Commissioner
- Jack Hall, Donley County Judge
- Harold Keeter, Swisher County Judge
- Jay Mayden, Childress County Judge
- Harvey Perez, Hart
- Tom Simons, Deaf Smith County Judge
- Tom Velasquez, Wheeler
- Jed Welch, Commissioner, City of Canyon
- Tresa Whaley, Vega

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Greg Green, Regional 9-1-1 Network Director; Mr. Mike Peters, Regional 9-1-1 Network Coordinator; Mr. John Kiehl, Regional Services Director; Mr. Dave Cann, Emergency Communications Manager; Mr. Sean Hardman, Criminal Justice Coordinator; Mr. Doug Nelson, Economic Development Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Judge Lewis Powers, Carson County; Ms. Jennifer Foster, Senator Robert Duncan's Office

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

Judge Don Allred moved to approve the minutes from the meeting held on April 22, 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 month of April, 2010. Judge Vernon Cook seconded the motion; the motion carried by unanimous vote.

5. **PRPC BOARD MEMBER ELECTION**

Mr. Gary Pitner stated that Commissioner Gene Parker recently stepped down from his position in Randall County. Commissioner Parker had been serving a term on the PRPC Board of Directors which was to expire in 2012. Therefore, a vacancy now exists on the Planning Commission's Board of Directors.

The PRPC Bylaws call for vacancies which occur under such circumstances to be filled at special called meetings of local elected officials from the affected geographic area of the Panhandle. In this case, the affected area is Planning and Service Area 4 (Armstrong, Carson, Potter and Randall Counties). At this special called meeting, a local elected official would be elected to complete Commissioner Parker's unexpired term.

Judge Vernon Cook moved to call a special meeting of local elected officials from Planning and Service Area 4 (Armstrong, Carson, Potter and Randall Counties) on Tuesday, June 8, 2010, at 11:00 a.m. at the Randall County Square North Courtroom, Canyon, Texas. Judge Ronnie Gordon seconded the motion; the motion carried by unanimous vote.

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

Mr. Greg Green reminded the Board that as stipulated in the agreement between the Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Planning Commission 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 FY10 Q2 performance report.

- The Network delivered 25,187 9-1-1 calls to regional 9-1-1 call centers (50,507 annual).
- Wireless 9-1-1 calls made up 61.94% of total call volume (60.13% annual).
- The Program distributed 3,000 public education items (16,502 annual).
- There were no equipment or network outages that exceeded two hours.
- 16 Public Service Answering Points (PSAPs) were monitored with no findings.
- New call taking equipment installed at 16 9-1-1 call centers.

Judge Wayne Nance moved to accept the Panhandle Regional 9-1-1 Network's FY10 Second Quarter Performance Report as presented. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (PANCOM) TOWER SITE USE AGREEMENT**

Mr. Dave Cann stated that one fundamental assumption at the initiation of the Interoperable Communications Project was that radio communications (terrain) coverage was of utmost importance. For that reason, PRPC staff and engineering consultant Mindbank Technical Services worked hard to identify optimal sites.

Crown Castle International owns several thousand towers nation-wide; the company is in essence a real-estate organization that leases communications sites primarily to cellular telephone carriers.

The site in question is near Highway 287 approximately five miles south of Texline. This is an important site for PANCOM because there are no practical alternative sites that provide adequate coverage to Texline and the northern 1/3 of Dallam County. Mr. Cann discussed the details of the agreement with the Board.

Judge Vernon Cook moved to pass authorize the Executive Director to execute a tower site use agreement with Crown Castle, Inc. for a site located in Dallam County. Mr. Bob Gober seconded the motion; the motion carried by unanimous vote.

8. **FY11 REGIONAL CRIMINAL JUSTICE GRANT PROGRAM PRIORITIZATION APPROVAL**

Mr. Sean Hardman reminded the Board that the Criminal Justice Division (CJD), Office of the Governor, administers federal and state funding to local, regional and statewide criminal justice-related projects.

CJD has done a few things a little different this year and have combined the State Fund 421 grants and the Justice Assistance Grants (JAG) into one funding solicitation. The purpose of the State Criminal Justice Grant Programs is simply to reduce crime and improve the criminal justice system.

The Criminal Justice Advisory Committee (CJAC) is a committee created by the PRPC Board for the sole purpose of overseeing the operation of the Panhandle CJD Criminal Justice Grant Programs. Annually, the CJAC meets to review and prioritize the region's CJD grant applications. One of the CJAC's responsibilities is to create priority lists to submit to the PRPC Board for approval. Once approved, the lists are forwarded on to CJD, where the final funding decisions will be made based upon the region's priorities, eligibility, reasonableness, availability of funding, and cost effectiveness.

On May 24th, the CJAC met to review and prioritize the FY11 Regional Criminal Justice Grant Program grant applications that were submitted in the region. The following is the CJAC priority listings:

FY11 Criminal Justice Grant Programs Applications	Averaged Ranking	Prioritized Ranking	Funds Requested
PRPC	1.27	1	\$ 98,052.00
City Gruver	2.91	2	\$ 17,142.50
City of Amarillo	3.20	3	\$ 34,265.00
City of Stinnett	3.36	4	\$ 12,948.00
City of Pampa	4.09	5	\$ 21,208.00

Judge Ronnie Gordon moved to approve the prioritizations as presented of Panhandle area criminal justice grant applications as submitted to the Office of the Governor, Criminal Justice Division. Mayor Brian Gillispie seconded the motion; the motion carried by unanimous vote.

9. **FY11 REGIONAL JUVENILE JUSTICE AND DELINQUENCY PREVENTION GRANT PROGRAM PRIORITIZATION APPROVAL**

Mr. Sean Hardman stated the Panhandle Regional Criminal Justice Advisory Committee (CJAC) met on May 24th to consider and prioritize the grant applications from the Panhandle that were submitted to the Criminal Justice Division (CJD) of the Office of the Governor under the FY11 Regional Juvenile Justice and Delinquency Prevention Grant Program. The following is the CJAC priority listings:

FY11 Juvenile Justice Grant Programs Applications	Averaged Ranking	Prioritized Ranking	Funds Requested
PRPC	1.36	1	\$ 60,177.00
City of Panhandle	2.50	2	\$ 19,200.00
Highland Park ISD	2.82	3	\$ 14,400.00
City of Borger	3.36	4	\$ 57,600.00

Mayor Debra McCartt moved to approve the prioritization as presented of Panhandle area juvenile justice and delinquency prevention grant applications as submitted to the Criminal Justice Division of the Governor's Office. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

10. REGIONAL MASS NOTIFICATION SYSTEM FUNDING APPLICATION

Mr. John Kiehl stated that well over a year ago, the PRPC submitted an application to the Mitigation Section of the Texas Department of Emergency Management (TDEM) under FEMA's Hazard Mitigation Grant Program (HMGP) for funding to develop a regional mass notification system. If funded, the system would provide local emergency management officials with another tool for communicating with their citizens when events threaten public safety. PRPC staff has been working with the region's emergency managers to create the framework for this project.

The PRPC's original estimated project cost was \$800,000.00. The HMGP is a 75:25 matching grant program; meaning that at least 25% of the project costs have to be provided by the grantee. At the present, the PRPC's proposal has been approved by TDEM and FEMA and it's now in a holding pattern, waiting on Congress to approve the annual HMGP budget. As we've been told, once the budget is approved, the project will be finally awarded.

Assuming that this project is at \$800,000.00, the cost to the region for match funding will be \$200,000.00. Staff has also been working on developing a strategy for buying down on the region's match. Part of that strategy involves a request to the Amarillo Area Foundation (AAF) for \$100,000.00 or 50% of the estimated match. Hopefully, the AAF will look favorably upon this request because of the widespread regional impact the project is designed to have. Mr. Kiehl reviewed the proposal to the AAF with the Board.

Judge Don Allred moved to authorize the submission of a funding application to the Amarillo Area Foundation for funds to partially support the implementation of a Regional Mass Notification System in the Texas Panhandle. Judge Vernon Cook seconded the motion; the motion carried by unanimous vote.

11. CITIZEN CORPS COUNCIL COORDINATOR AGREEMENT

Mr. John Kiehl stated that last year, the PRPC established the Panhandle Citizens Corps Council (CCC) using 2007 Homeland Security Grant Program (HSGP) Citizens Corp Program (CCP) grant funds. The purpose of the Panhandle CCC is to direct and promote the growth of the CCP in the Panhandle. The CCP is a national program designed to bring government and community leaders together to involve citizens in all-hazards emergency preparedness and resilience. Within the family of CCP programs are the Citizen Emergency Response Program (or CERT), the Fire Corps, the Volunteers in Police Service (or VIPS), the Medical Reserve Corps (or MRC) and the Neighborhood Watch Program.

For the past year, the PRPC has contracted with Emily Nolte to provide administrative services to the Panhandle CCC. Emily was responsible for constituting the committee, for facilitating the development of the committee's charter (as required by FEMA), for registering the Panhandle CCC with FEMA and for enabling the group to develop a purchasing strategy for the balance of the PRPC's 2007 CCP funds. Those funds were used to purchase equipment for the training of local CERT teams.

The PRPC has been designated to receive the \$15,374.05 in CCP funding awarded to the region in 2009. The Panhandle Regional Emergency Management Advisory Committee felt the funds could be used most effectively if those expenditures were directed with regional goals in mind. The Panhandle CCC has been tasked with making recommendations as to how those 2009 funds can best be use.

In order to keep the committee on focus and well organized, the PRPC would like to amend the contract with Ms. Nolte to extend her service as the coordinator for the Panhandle CCC; in that on-going role she would assist the committee to build on their accomplishments of the last year. Ms. Nolte also recently completed a lengthy training program that has now qualified her to teach other instructors on how to deliver the CERT training program. With these certifications, she'll be able to increase the number of qualified CERT instructors in the region which in turn, will increase the number of trained CERT team members in the region.

As part of the proposed amendment, PRPC would expect that Ms. Nolte, along with other PRPC staff, to deliver at least one Community Emergency Response Team (CERT) Train-the-Trainer Course. Mr. Kiehl stated that the amendment to the agreement provides \$3,825 to cover the costs of Ms. Nolte's services.

Judge Vernon Cook moved to amend the existing agreement with Emily Nolte for coordination services related to the Regional Citizen Corps Council. Mayor Brian Gillispie seconded the motion; the motion carried by unanimous vote.

12. CONTRACT PROCUREMENT CENTER APPLICATION

Mr. Doug Nelson reminded the Board that the Department of Defense (DoD) established the Procurement Technical Assistance Cooperative Agreement Program (PTACAP) in 1985. The purpose of the PTACAP program is to financially assist eligible entities in providing marketing and technical assistance to business firms in selling their goods and services to the DoD, other federal agencies, state, and local governments. Thus, the PTACAP Program assists the DoD in its acquisition goals and, at the same time, improves the general economy and generates employment in the region by assisting business firms in obtaining and performing under government contracts. For FY2011, PRPC is submitting a cooperative agreement application that covers the final one year option period of a three (3) year period (a base year plus two one year option periods). The PRPC Contract Procurement Center application, under this cost sharing program, will have a total program cost of \$115,000. This amount includes \$66,412 of support from the Defense and a required match of \$48,588 from PRPC.

Judge Vernon Cook moved to authorize the Executive Director to submit a cooperative agreement application to the Department of Defense, Defense Logistics Agency for funds to support the continued operation of the Planning Commission's Contract Procurement Center. Judge Don Allred seconded the motion; the motion carried by unanimous vote.

13. MISCELLANEOUS NON-ACTION INFORMATION ITEMS

- A. Mr. Gary Pitner gave a status report on a request from the local governments within the Childress District Office of the Texas Department of Transportation for the Planning Commission to provide staff support to the Rolling Plains Organization for Rural Transportation.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.


14. ADJOURNMENT

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



Zelda Lang, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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