

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

June 24, 2010

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, June 24, 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
- Jeff Brain, Mayor, City of Borger
- Juan Cantu, Lipscomb County Commissioner
- Vernon Cook, Roberts County Judge
- Bob Gober, North Rolling Plains RC&D
- Jack Hall, Donley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Jay Mayden, Childress County Judge
- Debra McCartt, Mayor, City of Amarillo
- Harvey Perez, Hart
- Tom Simons, Deaf Smith County Judge
- Tom Velasquez, Wheeler
- Arthur Ware, Potter County Judge
- Jed Welch, Commissioner, City of Canyon

MEMBERS ABSENT:

- Mr. Tom Bailiff, Greenbelt Municipal & Industrial Water Authority
- Pete DeSantiago, Perryton
- Brian Gillispie, Mayor, City of Spearman
- Saul Hernandez, Amarillo
- Ronnie Gordon, Hartley County Judge
- Harold Keeter, Swisher County Judge
- Wayne Nance, Briscoe County Judge
- Tresa Whaley, Vega

STAFF PRESENT: Ms. Cindy Boone, Finance Director; Mr. Mike Peters, Regional 9-1-1 Network Director; Mr. Dave Cann, Emergency Communications Manager; Mr. Kyle Ingham, Local Government Services Director; Mr. Kyler Estes, Local Government Services Intern; Mr. Chuck Rivas, Economic Development Program Specialist; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

OTHERS PRESENT: Mr. Paul Simpson, Congressman Mac Thornberry's Office; Ms. Angela Lust, Amarillo Area Foundation; Ms. Carolyn Witherspoon, Coalition of Health Services; Mr. Larry Day, Coalition of Health Services

MEDIA PRESENT: 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 Jay Mayden gave the invocation.

3. MINUTES

Judge Don Allred moved to approve the minutes from the meeting held on May 27, 2010 as received. Judge Vernon Cook seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Vernon Cook moved to approve the vouchers for the month of May, 2010. Judge Jay Mayden seconded the motion; the motion carried by unanimous vote.

5. **PANHANDLE/SOUTH PLAINS RURAL BROADBAND NETWORK PRESENTATION**

The following individuals were introduced by Mr. Gary Pitner and gave a presentation on the proposed Panhandle/South Plains Rural Broadband Network: Carolyn Witherspoon, Executive Director, Coalition of Health Services; Ms. Angela Lust, Senior Vice President, Amarillo Area Foundation; and Mr. Larry Day, Coalition of Health Services.

6. **PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPOINTMENTS**

Mr. Dave Cann reminded the Board 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 PRPC-appointed members who represent the broad spectrum of emergency management interests in the Texas Panhandle.

Each year on May 31, approximately one-third of the appointed terms expire and those members must either be replaced or re-appointed. When the PRPC Administrative Regulation was amended in April 2006, the term limits were removed from the PREMAC members (at their 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. Mr. Cann presented the following names for appointment or re-appointment:

<u>Member Name</u>	<u>Geographic Locale</u>	<u>Discipline Area</u>	<u>Title</u>
Theresa West	City of Amarillo	Health/Medical Services	MMRS Director
David Thurman	Randall County	Law Enforcement	Chief Deputy
Jim Powell	City of Perryton	Public Works	Director of Public Works
Steve Ross	City of Amarillo	Fire Service	Fire Chief
Walt Kelley	City of Amarillo	Local Government	Emergency Admin Mgr.
Dr. James Alexander	Regional - DSHS	State/Regional Agency	Regional Zoonologist
Jay Mayden	Childress County	Local Government	County Judge
Rob Roach	City of Panhandle	Local Government	City Manager
Ross Wilson	Regional - TCFA	Agriculture	Vice-President
Ken Daughtry	Wheeler County	Emergency Mgmt	Emerg. Mgmt. Coordinator
Dan Reese	City of Canyon	Public Works	Director of Public Works
Mike Taylor	Regional - TxDOT	Transportation	Director of Operations

Judge Tom Simons moved to appoint the recommended individuals to serve on the Planning Commission's Regional Emergency Management Advisory Committee. Mayor Debra McCartt seconded the motion; the motion carried by unanimous vote.

7. **REGIONAL LAW ENFORCEMENT MOBILE DATA TERMINAL EQUIPMENT PURCHASE**

Mr. Dave Cann stated that last year the PRPC and Randall County submitted project proposals under two separate grant programs for funds to jointly implement a comprehensive regional project designed to increase the level of information technology available to law enforcement agencies in the region.

Randall County's proposal was submitted under the 2009 American Reinvestment and Recovery Act (ARRA) Justice Assistance Grant (JAG). Randall County proposed to cover part of the data hub and Class C database cost as part of their project. However, the Randall County funds were predominantly intended for the purchase of MDTs. The PRPC's proposal was submitted under the 2009 regional State Homeland Security Program (SHSP).

The PRPC's proposal was intended to cover the bulk of the data hub and Class C database costs. The PRPC's proposal also included the purchase of six MDTs. As a condition of eligibility, JAG recipients had to have submitted their Uniform Crime Reports (UCRs) to the Texas Department of Public Safety for the three years prior to the submission of the Randall County JAG proposal. There were six agencies in the

region who could not meet that prerequisite and so, the MDTs for those agencies were embedded within the PRPC's 2009 HSGP project. This particular agenda item addresses the purchase of these six MDTs.

A steering committee comprised of law enforcement officials from large and small agencies from around the region have been providing the guidance needed for the implementation of the PRIDE project. In May, having considered the variety of equipment available to support the project, the committee made recommendations with regard to the type of MDT and mount that should be purchased as part of the project. Those recommendations were presented to the Randall County Commissioners' Court earlier this month and were subsequently approved. PRPC staff is now presenting those same recommendations to the PRPC Board for consideration of approval.

The steering committee recommended the purchase of the CF-30 Panasonic Toughbook. Because of volume purchasing and additional price breaks they were able to get from the vendor, the cost of the MDTs came in under the original budget estimate. As a result, instead of buying 120 MDTs, Randall County will now be able to put 136 new MDTs in the field. We had originally estimated that it would cost \$6,330 for each MDT purchased and installed.

The PRPC will be purchasing six MDTs (1 each) for the Cactus PD, Skellytown PD, Stinnett PD, Sunray PD, Vega PD and the White Deer Marshall's Office. The Panasonic Toughbooks are available under a Department of Information Resources (DIR) cooperative purchasing contract (DIR Contract # DIR-SDD-531). The mounts, antennas, and other associated install parts are available on single contract under a TCPN (The Cooperative Purchasing Network – a nationwide cooperative purchasing program) contract #R4713.

As is being done by Randall County, PRPC staff recommends that the six CF-30 MDTs being funded under the PRPC's 2009 HSGP grant be purchased off the DIR contract and that the mounts and associated installation parts be purchased off the TCPN contract. Additionally, staff recommends that the flat rate of \$275 be paid to the radio shop(s) that will be installing this equipment.

Judge Vernon Cook moved to approve the purchase of six MDTs, included as part of the PRPC's 2009 SHSP Law Enforcement Activity Program project, under the Department of Information Resources' cooperative purchasing program and to purchase the associated MDT mounts and installation parts under the TCPN cooperative purchasing program. The motion further authorized the payment of a standard flat fee of up to \$275 to the radio shops that will be involved with the installation of these MDTs, with a total estimated cost of the six MDTs/mounts including installation totaling \$35,200.00. Judge Ernie Houdashell seconded the motion; the motion carried by unanimous vote.

8. 2009 HOMELAND SECURITY GRANT PROGRAM FUNDS TRANSFER

Mr. Dave Cann stated that the PRPC has received \$318,000 in 2009 State Homeland Security Program Law Enforcement Activity Program (SHSP/LEAP) funding to implement the PRIDE project in conjunction with Randall County. The PRPC's funding was intended to cover most of the costs associated with the development of the regional data hub and the Regional Class C Misdemeanor Warrant database. And, the budget included the purchase of six MDTs. The City of Amarillo will play a significant role in the success of PRIDE. Amarillo will be building/maintaining both the data hub and the Class C database; which is quite a commitment.

Amarillo's IT staff has done an extraordinary job in designing and pricing out the components that will be needed for these two systems. It now appears that it's going to cost less than originally thought to implement both pieces. Understanding that the PRPC is still obliged to purchase six MDTs out of the 2009 funds, staff is recommending that the balance of the 2009 HSGP/LEAP funds or \$280,800 be transferred from the PRPC's 2009 grant to the City of Amarillo. The reason being, since Amarillo is agreeing to maintain the two systems, then all the servers and equipment needed for those systems ought to remain in the City's name. Mr. Cann reviewed a draft Interlocal Agreement between the City of Amarillo and the PRPC that could be used to affect this transfer of funds.

Mr. Bob Gober moved to approve the draft agreement in principle and then grant the Executive Director the authority to use his discretion in executing the final draft. Commissioner Juan Cantu seconded the motion; the motion carried by unanimous vote.

9. **WORKFORCE DEVELOPMENT PROGRAM EQUIPMENT, FURNITURE AND LEARNING MATERIALS PURCHASE**

Mr. Tom Dressler stated that at its November 2009 meeting, the Panhandle Regional Planning Commission's Board of Directors approved a Child Care Quality Improvement Plan for the region funded by the American Recovery and Reinvestment Act (ARRA) of 2009. Included in that plan were steps to be taken to procure equipment, furniture and learning materials to enhance the development, health and safety of children served by area child care providers. A total of \$368,712 was set aside for this purpose.

Mr. Dressler reviewed the 66 area child care providers which the contractor, the Huxford Group, LLC, selected to receive awards. He stated that this was done through a competitive process open to all eligible providers in the region. Amounts to be awarded would range from \$1,500 - \$7,000 per provider, and total \$299,500. He then reviewed the vendor information, purchase amounts and items selected in detail with the Board.

In order to ensure efficiency and effective fiscal controls, awards would be made to individual child care providers by pre-loaded purchase cards from selected vendors. These cards would not be redeemable for cash, and providers would be required to provide documentation that only the approved items have been purchased.

Judge Jay Mayden moved to authorize the acquisition of preloaded purchase cards from vendors for the purchase of equipment, furniture and learning materials from various vendors to be used to enhance child care services in the Texas Panhandle. Commissioner Jed Welch seconded the motion; the motion carried by unanimous vote.

10. **PRPC PRINTING SERVICES AGREEMENT**

Ms. Rebecca Rusk stated that the Planning Commission has been using the services of Whitney Russell Printing for the majority of our printing needs. Those needs consist of routine orders of letterhead, various envelopes, memo pads, business cards and other miscellaneous items for use by the Planning Commission staff. In addition, the Area Agency on Aging is required by the Texas Department on Aging to have their stationary, and Whitney Russell has met those needs, as well.

On Saturday, May 29, 2010 and again on June 5, 2010 the Planning Commission published an invitation for bids for various stationary and printing needs. In addition, staff mailed the notice to local printing companies. All interested bidders were given a bid proposal package. Also included in this package were samples of all requested items. The following two bids were received by the Monday, June 14, deadline:

	<u>Estimated Annual Cost For Routine Printing Needs</u>
• Whitney Russell Printing, Amarillo	\$7,875.90
• Cenveo-Trafton Printing, Amarillo	\$8,148.63

Judge Vernon Cook moved to approve an agreement with Whitney Russell Printers for the provision of routine Planning Commission printing services. Commissioner Jed Welch seconded the motion; the motion carried by unanimous vote.

11. **PRPC TELEPHONE SERVICES AGREEMENT**

Ms. Rebecca Rusk stated that the Planning Commission currently receives both local dial tone service and long distance services from NTS Communications. We have 26 business lines through NTS, and our current monthly rate per line is \$16.00. Our current rate for interstate, intrastate or in-bound 800 calls is \$.049 per minute.

On Saturday, May 29, 2010 and again on June 5, 2010, the Planning Commission published a request for proposals from qualified companies to provide us with local and long distance telephone service. In addition, staff mailed the notice to local providers. All interested companies were given general proposal requirements (see attachment). Only one proposal was received by the June 14 deadline, and that was from NTS Communications. They are proposing to maintain the \$.049 rate for interstate, intrastate and in-bound 800 calls. However, the monthly rate per phone line will be reduced to \$14.00.

Judge Don Allred moved to approve an agreement with NTS Communications for the provision of all Planning Commission local and long distance telephone services. Mayor Debra McCartt seconded the motion; the motion carried by unanimous vote.

12. **PROJECT REVIEW AND COMMENT**

a. TX-R-20100603-0007-01

City of Spearman – Texas
Capital Fund; Downtown
Revitalization Program

Mr. Chuck Rivas presented the application for review. The City of Spearman is requesting \$150,000 from the Texas Department of Agriculture's Texas Capital Fund Program to revitalize downtown Spearman. The work will consist of sidewalk and curb renovations that have deteriorated and are no longer safe to use.

Commissioner Juan Cantu moved to approve the application with the following comment:

"The project will assist the City of Spearman by providing safe and adequate sidewalks and ramps for citizens, visitors, and tourists accessing the downtown business area. Additionally, the attractive look from the new sidewalks will attract more people to the area to shop and potentially open up new businesses. The benefit to the City is the safety of pedestrians walking in the downtown business area and the potential increased tax revenue from the generation of attracting more people to the shopping areas."

Judge John James seconded the motion; the motion carried by unanimous vote.

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

A. Mr. Kyle Ingham reported on the Planning Commission's activities to assist Panhandle area local governments in the preparation of 2011-2012 Small City Community Development Block Grant Applications.

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 3:05 p.m.



Zelda Lang, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



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