

PANHANDLE REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS

Minutes

January 28, 2016

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, January 28, 2016, at 2:00 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mayor Paul Harpole, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Irene Favila, Hereford
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, Councilman, City of Canadian
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- John Howard, M.D., Donley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Dan Looten, Carson County Judge
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Karen Price, Pampa
- Walter "Four" Price, Texas State Representative, District 87
- Amelia Salazar, Palisades Village
- Winston Sauls, Borger
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Ronnie Gordon, Hartley County Judge
- Harold Keeter, Swisher County Judge
- Zelda Lang, Councilwoman, City of Dalhart
- Sal Rivera, Sheriff, Castro County
- Phillip Self, Greenbelt Municipal & Industrial Water Authority

STAFF PRESENT: Mr. John Kiehl, Regional Services Director; Mr. Kyle Ingham, Local Government Services Program Director; Mr. Joe Price, Local Government Services Program Coordinator; Mr. Dustin Meyer, Local Government Services Program Coordinator; Mr. Mike Peters, Regional 9-1-1 Network 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; Mayor Marlin Durbin, City of Nazareth

1. **CALL TO ORDER**

Mayor Paul Harpole, Chair, called the meeting to order and noted that a quorum was present.

2. **INVOCATION**

Judge Don Allred gave the invocation.

3. **MINUTES**

Mayor Ricky White moved to approve the minutes from the meeting held on December 10, 2015, as received. Irene Favila seconded the motion; the motion carried by unanimous vote.

4. **VOUCHERS**

Judge Jay Mayden moved to approve the vouchers for the month of December, 2015. Judge Don Allred 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, 2015 through December 31, 2015.

Judge John Howard moved to accept the PRPC's Investment Funds Quarterly Report for the period ended December 31, 2015, as presented. Judge John James seconded the motion; the motion carried by unanimous vote.

6. **FAIR HOUSING MONTH PROCLAMATION**

Mr. Dustin Meyer reminded the Board that the Planning Commission is under contract with the Texas Department of Agriculture to provide community and economic planning activities for the Texas Panhandle. Through the contract, the PRPC receives a grant 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 VIII 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.

Mayor Brian Gillispie moved to pass a proclamation designating March 2016 as Fair Housing Month in the Texas Panhandle. Dr. Bill Hallerberg seconded the motion; the motion carried by unanimous vote.

7. **PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION ADVISORY GROUP REAPPOINTMENTS**

Mr. Joe Price stated that on January 26, 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group's name was modified to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group's mission. The PROMPT serves as the guiding body for the Regional Transportation Coordination effort conducted by PRPC with TxDOT funding. Over the last ten years TxDOT has funded the development of two (2) five year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. The PROMPT is in the process of developing the 2017 version of the Plan. Mr. Price explained the composition of this group to the Board.

He stated that vacancies exists on the group and members need to be appointed or re-appointed. Staff has contacted the following individuals and they have expressed a willingness to continue to serve or be appointed as a new member: Jim Chilcote, Jan Werner; Connie Prickett, Amarillo Kidney Specialists; Judge Jay Mayden, Childress County; Melissa Carter, Area Agency on Aging of the Panhandle; Laura Reyher, Senior Ambassador Coalition; Eric Garcia, TxDOT; and Judge Nancy Tanner, Potter County.

Judge Don Allred moved to appoint or re-appoint the recommended individuals to serve on the Planning Commission's Panhandle Regional Organization to Maximize Public Transportation Advisory Group. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

8. **FY2015 STATE HOMELAND SECURITY GRANT PROGRAM EQUIPMENT PURCHASE AUTHORIZATION AND DISTRIBUTION APPROVALS**

Mr. John Kiehl stated that for FY2015, the region has \$25,114.00 in State Homeland Security Program (SHSP) funding budgeted for the continuation of the regional Automated Fingerprint Identification System (AFIS) program. He explained to the Board how the AFIS equipment and live scan workstations are used in our region. With this agenda item, the Board is being asked to consider approving the purchase and distribution of several AFIS related pieces under the region's 2015 SHSP as listed below.

Receiving Agencies:	Equipment Distributed	Cost
Canyon Police Dept.	One (1) new AFIS workstation. The equipment will not only benefit the PD but also the Randall County Sheriff's Office, whose analysts are currently performing a lot of print comparison work on behalf of the PD and the PD would like the ability to do this work on its own.	\$9,614.00
Amarillo Police Dept.	Three (3) mobile fingerprint look-ups. These devices can be used by officers in the field to "capture from one to ten flat fingerprint images per person, send them to remote PrintQuest AFIS for identification, receive back a response that includes a biographical data of every match, and mugshot photos, if available." They can also be used to help verify the identity of John/Jane Does bodies found at crime scenes. The unit cost of these devices is \$5,995.00.	\$17,985.00
	Shipping, Packing & Handling	\$350.00
	<i>Subtotal:</i>	\$27,949.00
	Less promotional discount. *	(\$2,835.00)
	Total Equipment Cost (including installation):	\$25,114.00

Judge Nancy Tanner moved to approve the purchase of Automatic Fingerprint Identification System equipment with State Homeland Security Grant Program funds and the distribution of equipment to local entities in the Panhandle region. Councilman Bob Gober seconded the motion; the motion carried by unanimous vote.

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

Mr. John Kiehl informed the Board that the PRPC has had PANCOM equipment hanging on a tower owned by the City of Clarendon for years; perhaps in an informal manner. A couple of months ago, the new City Manager, contacted us; asking for an executed copy of the agreement that allowed us to install PANCOM equipment on the City's tower for his records.

Logic would provide that at one time, there was such an agreement in place; otherwise the equipment wouldn't be on the tower. But, having thoroughly searched all our records, no evidence of a written, signed agreement could be found. So, with this agenda item; we hope to rectify that situation.

Mr. Kiehl reviewed the tower use agreement with the City of Clarendon with the Board. This agreement has already been reviewed and approved by the Clarendon City Council as currently written.

Judge Ernie Houdashell moved to authorize the Executive Director to execute a communications tower site use agreement with the City of Clarendon. Judge John Howard seconded the motion; the motion carried by unanimous vote.

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

Mr. Mike Peters stated that as stipulated in the agreement between Panhandle Regional Planning Commission and the Commission on State Emergency Communications (CSEC), the Panhandle 9-1-1 Network 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 the status of equipment replacement. The following items make up the key points of the FY16 Q1 performance report covering September, October, and November.

- 12 Public Service Answering Points (PSAPs) were monitored with no findings.
- 2,373 Network test calls were made by PSAP staff and PRPC employees.
- The Program experienced two outages during this period due to fiber or cable cuts at the local telephone companies caused by an ice storm.
- There were 71,117 9-1-1 calls with almost 90% being wireless.

Judge Wayne Nance moved to accept the Panhandle Regional 9-1-1 Network's FY2016 First Quarter Performance Report as presented. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

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

- A. Mr. Gary Pitner presented and discussed the Planning Commission's FY15 Productivity and Performance Report as submitted, per Texas statute, to the Office of the Governor, State Auditor, Comptroller of Public Accounts and the Legislative Budget Board.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

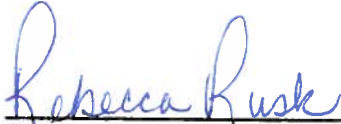
12. ADJOURNMENT

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



Paul Harpole, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission