

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of December 8, 2009

A properly advertised Washington Parish Communications District Board meeting was held on December 8, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

| | | |
|-----------------------|--------------------|-----------|
| Members present were: | Mr. James Coleman | Chairman |
| | Mr. Gary Fenner | Treasurer |
| | Mr. Joshua Bridges | |

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|----------------------|---------------------|---------------|
| Members absent were: | Mr. Mike Stogner | Vice-Chairman |
| | Mrs. Cynthia August | Secretary |
| | Mr. Mike Miller | |
| | Mr. Jason Verret | |

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|----------------------|--------------|----------|
| Others present were: | Mr. Dan Foil | Attorney |
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Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. Fenner opened with prayer and the pledge of allegiance to the flag of the United States.

ROLL CALL OF BOARD MEMBERS

Mr. Coleman called the roll. The results of that roll call are recorded above. A quorum not being present, the members present therefore constitute an ad hoc committee and all motions were made as recommendations to the board.

APPROVAL OF MINUTES

Mr. Coleman called for a motion to dispense with the reading of the minutes from the November, 2009, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of the November, 2009, meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of November with both the normal daily operational issues of the office plus supporting our special projects.

First, let me report on the daily operational issues.

Daily Operational Issues

PSAP equipment experienced no failures during the month of November.

We had a problem with our internet on Friday, but Hunt Brothers got the issue resolved on Monday, December 7th. The failure was due to a power surge on the modem. The modem has now been connected to a UPS which should prevent future power surges.

We gave out a total of 43 new addresses in the Parish during November. The location of these addresses was as follows:

| | |
|--------------|-----------|
| Franklinton | 16 |
| Mt. Hermon | 03 |
| Pine | 03 |
| Bogalusa | 19 |
| Varnado | 01 |
| <u>Angie</u> | <u>01</u> |
| Total | 43 |

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

Ms Moore and Ms Jones have also been working very hard on some mapping issues and making the proper changes in our databases. Updates have been submitted to GeoComm and all questions have been answered. They continue to do the addressing and all the map updates.

The following road name changes are requested by our agency and should be acted on by the board tonight:

| <u>Petition No.</u> | <u>Old Name</u> | <u>New Name</u> | <u>Reason for Change</u> |
|---------------------|--------------------|-----------------|--------------------------|
| 2009-10 | Murray Williams Rd | D.L. Crane Ln | Duplicate Name |

In addition, upcoming address changes which may generate public comment are as follows :

| <u>Person/Organization</u> | <u>Old Address</u> | <u>New Address</u> |
|-----------------------------|--------------------|-----------------------|
| American Legion Home | Hwy 10 | Lakeview Rd |
| Rayburn Correctional Center | Hwy 21 | Prison Rd or New Name |
| E Hunt and Others | Ward Line Rd | Lambert Rd |

Mr. & Mrs. Stogner so graciously had us at their home for our annual Christmas supper and we would like to thank them we all had a wonderful time.

Special Projects

Wireless testing occurred on November 12th to insure that Sprint calls would be properly routed if cell system switch problems occur.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report.

Mrs. Fenner made the motion to accept and approve the Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 151 new users during the month of November. There were 257 page hits during this time period. This is about the same when compared to last month's activity level.

WPCD's Request For Louisiana National Guard Assistance

The Louisiana Army National Guard continued their work during the weekend on November 14th. Approximately 90% of the property has now been cleared and leveled. They will return in January or February to complete the work. The value of this work is approximately \$30,000.

Communications Center Louisiana Capital Appropriations

Lambert continues to work on the building design. A review of the project will be held on December 11th.

This project has been re-submitted to the State of Louisiana for additional funding in 2011.

We are currently working to Manatee County Florida concerning shipment of their equipment to us. Shipment will likely occur in January. Replacement value of this equipment is estimated (for insurance purposes) at :

| | |
|--------------------------------------|------------|
| ECS-1000 | \$ 120,000 |
| Workstations (16 ea) for Dispatchers | \$ 160,000 |
| Total | \$ 280,000 |

LRA Funding for Tower Related Costs

Lambert continues to work on tower design. A review of the project will be held on December 11th.

US Congressional Funding

On October 2, 2009, President Obama signed H.R.2892, the “Department of Homeland Security Appropriations Act, 2010”, which includes \$ 350,000 for the Washington Parish Emergency Operations Center.

Project Estimate

Current project estimate (excluding communications tower cost of \$731,000) is as follows:

| | Phase 1 Details | Phase 1 Totals |
|--|----------------------------|---------------------------|
| Site Improvements and Work | | |
| Soil Borings and Foundation Analysis | \$ 7,000 | |
| Project Specific Site Clearing | \$ 4,000 | |
| Parking, limestone with paved HC | \$ 12,000 | |
| Septic Tank Sewer | \$ 15,000 | |
| Misc. Concrete Paving | \$ 5,000 | |
| Water from shallow well | \$ 6,000 | |
| Power/Telephone from Dollar Road | \$ 12,000 | |
| Total | | \$ 61,000 |
| Additional Line Item Expenses | | |
| Fencing | \$ 30,000 | |
| Generator Switching | \$ 15,000 | |
| Security Systems | \$ 40,000 | |
| Dispatch Furniture | \$ 75,000 | |
| Administrative Furniture | \$ 5,000 | |
| Total | | \$ 165,000 |
| Equipment Costs (Building Prep) | | |
| Incident Command Setup | \$ 5,000 | |
| AV / Computer / Copy Setup | \$ 6,000 | |
| 911 Operations Setup | \$ 25,000 | |
| Communications Setup | \$ 15,000 | |
| Total | | \$ 51,000 |
| Equipment Costs (Purchase and Instal) | | |
| EOC Cubicles | \$ 50,000 | |
| EOC Laptops | \$ 60,000 | |
| Audio Visual | \$ 75,000 | |
| UPS System | \$ 50,000 | |
| IT Infrastructure | \$ 50,000 | |

| | | | |
|-----------------|---|------------|---------------------|
| | Telephone | \$ 50,000 | |
| | Total | | \$ 335,000 |
| Building | 4,600 sq ft at \$ 174/sq ft | | <u>\$ 800,400</u> |
| | TOTAL CONSTRUCTION COST | | \$ 1,412,400 |
| | Professional Fees - Architect/Engineering/Surveyor | | \$ 141,240 |
| | Contingency | | \$ 40,000 |
| | Land (Local Match) | | \$ 75,000 |
| | Preliminary Engineering and Surveyor (Local Match) | | \$ 50,000 |
| | TOTAL PHASE 1 FUNDS REQUIRED | | <u>\$ 1,718,640</u> |
| | TOTAL PHASE 1 FUNDS AVAILABLE | | |
| | Louisiana Funds Project 50/J59 | \$ 686,000 | |
| | Local Funds (Not Yet Expended) | \$ 557,640 | |
| | Local Funds (Expended To Date) | \$ 125,000 | |
| | H.R.2892 | \$ 350,000 | |
| | Total Funds Available | | <u>\$ 1,718,640</u> |

District Legal Projects

Wayne Kuhn continues to develop the language for the Cooperative Endeavor Agreement between Washington Parish Government and the Communications District related to the construction of the Communications Center.

Conclusions

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman called for any questions concerning the Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote

TREASURER'S REPORT

Mr. Fenner reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check

register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed all the financial statements, the checklist, the November YTD spending as compared to the 2009 budget, the year end recommended budget adjustments that result in a year end net income of \$25,263.16, and a 2010 budget which reflects the same December, 2009, line item amounts of revenue and expenses.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the November YTD spending as compared to the 2009 budget and , the year end recommended budget adjustments that result in a year end net income of \$25,263.16, and a 2010 budget which reflects the same December, 2009, line item amounts of revenue and expenses.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the October YTD spending as compared to the 2009 budget and , and the year end recommended budget adjustments that result in a year end net income of \$25,263.16, and a 2010 budget which reflects the same December, 2009, line item amounts of revenue and expenses. Mr. Bridges seconded the motion. Motion passed by a unanimous vote

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

The following public safety requested road name changes were reviewed.

| <u>Petition No.</u> | <u>Old Name</u> | <u>New Name</u> | <u>Reason for Change</u> |
|---------------------|--------------------|-----------------|--------------------------|
| 2009-10 | Murray Williams Rd | D.L. Crane Ln | Duplicate Name |

Mr. Bridges made the motion to approve the road name changes for the reasons stated, given that the requirements of Ordinance 09-500 have been met. Mr. Fenner seconded the motion. Motion passed by a unanimous vote

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary