

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 1, 2009**

A properly advertised Washington Parish Communications District Board meeting was held on September 1, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	
	Mr. Mike Miller	

Others present were:	Mr. Dan Foil	Attorney
----------------------	--------------	----------

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.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the August 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. Mrs. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to approve the minutes of August, 2009, with a revision to indicate the review and approval of the mid year revised budget. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of August 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***

We are going to have to replace the back up battery for position B at the Bogalusa Police Department. Position A is up and running without problems.

We gave out a total of 49 new addresses in the Parish during August. Ms Moore and Ms Jones have also been working very hard on updating our maps with new information.

The location of the new addresses was as follows:

Franklinton	19
Mt. Hermon	05
Pine	11
Bogalusa	05
Varnado	05
<u>Angie</u>	<u>04</u>
Total	49

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

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They are on the road continuously without stopping, adding new roads, finding missing roads, correcting addresses previously issued incorrectly, as well calculating and issuing new address.

### ***Special Projects***

The damaged jeep is now back on the road. Net cost after insurance payments was approximately \$ 800.

I have just updated all my APCO certifications for another two years. The process of earning education credits begins again for the next renewal.

I did a random 911 call and discovered an issue at the Bogalusa PD, so I got on the phone with AT&T and the problem was resolved after a technician for AT&T went to the site.

VoIP testing was successfully done for Intrado on August 12<sup>th</sup>.

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 August, 2009, Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report.

Mrs. Bridges made the motion to accept and approve the August, 2009, Manager's Report as given. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 153 new users during the month of August. There were 358 page hits during this time period. This is slightly less compared to last month's activity level.

### ***WPCD's Request For Louisiana National Guard Assistance***

The Louisiana Army National Guard has approved our application for assistance to clear the property and remove stumps. The land boundaries were identified on August 13<sup>th</sup>. Work is scheduled to begin September 12<sup>th</sup> for two days.

### **Communications Center Louisiana Capital Appropriations**

Lambert continues to work on the building design. A review of the project cost estimate is also in progress. A meeting will be held on September 9 to review progress.

The preliminary project cost of \$ 1,258,000 is attached.

In addition, it should be noted that the 2009 Louisiana Capital Appropriations Bill contained an additional \$ 100,000. If approved by the Governor and the Bond Commission, it will increase the state funding from \$ 600,000 to \$ 700,000.

### ***LRA Funding for Tower Related Costs***

The final application to the U.S. Department of Housing and Urban Development for a communications tower and related expenses of \$ 779,000 has been approved.

An architectural and engineering contract is now in place with Lambert, and a meeting was held on August 12<sup>th</sup> to review the detailed design work.

### ***Homeland Security Funding***

The Governor's Office of Homeland Security has purchased a new digital repeater for the parish which will be available for emergency communications if the primary 700 mhz system becomes inoperable.

Equipment has been ordered and deliveries are ongoing.

### ***WPCD's Request For FEMA Hazard Mitigation Funding Request***

Loren Dennis, Disaster Recovery Specialist, Mitigation Section has completed the revised application for hurricane proof metal window shields for approximately \$ 16,000 and this project. The environmental approvals have been granted. Final approval is expected will likely be approved.

***USDA Loan***

Paperwork is being submitted within 45 days to support the application for an USDA backed loan.

**Additional Furniture Fixtures Equipment**

EOC Conference Room Equipment	\$	50,000	
Communication Consoles and Chairs	\$	90,000	
Communication Computer Systems	\$	150,000	
Radio and Radio Control	\$	75,000	
Architectural and Engineering	\$	37,000	
Total			\$ 402,000

***APCO Training Conference***

I attended the APCO Training Conference during the week of September 17<sup>th</sup>. Of particular interest was the information learned concerning (1) Our FCC Radio Tower Permit Application, (2) Radio tower and building electrical grounding systems, and (3) Tower hazard lighting system.

In addition, I was able to represent our agency for the following presentation :

***Session Number/Code: 2109***

**Jim Coleman ENP BS, MBA**  
Chairman, Washington Parish Communications District

The presentation will be based on an operational perspective on VoIP level of service. The attendee will learn how VoIP calls are processed into the 9-1-1 network and noticeable differences from traditional wireline network.

***District Legal Projects***

Wayne Kuhn has completed the revised addressing ordinance language and this ordinance has been introduced and will be voted on at the September 14<sup>th</sup> council meeting.

Wayne 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 August, 2009, Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mrs. Fenner made the motion to accept and approve the August, 2009, 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, and the August YTD spending as compared to the 2009 budget. Mr. Fenner then commented on the LAMP account interest rate.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the August YTD spending as compared to the 2009 budget and to move \$100,000 from LAMP into a six month CD with FDIC protection at the highest interest rate available.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the August YTD spending as compared to the 2009 budget, and to move \$100,000 from LAMP into a six month CD with FDIC protection at the highest interest rate available. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD AND NEW BUSINESS**

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