

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 2, 2010

A properly advertised Washington Parish Communications District Board meeting was held on February 2, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Jason Verret	

Members absent were: 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 February, 2010, 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. August seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to approve the minutes of the February, 2010, meeting. Mrs. August seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of January 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 gave out a total of 33 new addresses in the Parish during January. The location of these addresses was as follows:

Franklinton	13
Mt. Hermon	02
Pine	09
Bogalusa	05
Varnado	01
<u>Angie</u>	<u>03</u>
Total	33

Ms. Jones also has been developing a “How to Address” and a “How to Map” procedure manual, which we have never had before. I feel it is important to have this in place for a reference, due to the fact that addressing and mapping is a very detailed process. The procedure manual will also be used as a reference guide in correcting problems that are discovered while out in the field.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on a new set of map updates. The last set of updates have been finished by GeoComm and revised maps have been received and have been downloaded onto the dispatch system computers.

I am so very proud to have Ms Jones and Ms Moore on our staff. They are such a great asset to this organization.

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>
2010-1	Hwy 21	Hwy 21 N	Public Safety
2010-1	Hwy 21	Hwy 21 S	Public Safety

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

Special Projects

The monthly ongoing review of the Communications Center design with representatives from Lambert Consulting was held on January 15th. Updated drawings were reviewed and comments made.

The Manatee County equipment has been received by Gage telephone. Mr. Coleman and I will be travelling to Baton Rouge tomorrow to meet with CML representatives and inspect this equipment. We will also be discussing telephone system needs for the new building.

Mr. Coleman was elected Vice President at the Louisiana NENA meeting on January 28th. He is the first Washington Parish Communications District representative to be elected an officer by this organization.

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. August 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 191 new users during the month of January. There were 396 page hits during this time period. This is an increase compared to last month's activity level.

WPCD's Request For Louisiana National Guard Assistance

The Louisiana Army National Guard has completed their work. This organization is to be commended for their work. The value of this work is approximately \$30,000.

Communications Center Louisiana Capital Appropriations

Lambert continues to work on the building design. Current drawings are available for review. Their first invoice for \$ 15,440 has been locally approved and has been sent to the state for payment.

LRA Funding for Tower Related Costs

Lambert continues to work on tower design. AquaTerra Engineering has been performing geotechnical work on the property for the last two days. This data will be used for foundation design.

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.

A preliminary budget for this funding is as follows (with the federal government funding \$ 350,000 of the total. :

AEL Number	Description	Amount
21GN-00-OCEQ	Command Cubicles	\$ 40,000
04HW-01-INHW	Command Computers/Software	\$ 56,000
04HW-01-INHW	AV Computers/Software	\$ 40,000
04MD-02-PROJ	AV Projectors	\$ 15,000
10PE-00-UPS	UPS System	\$ 56,000
06CP-02-BRDG	IT Infrastructure	\$ 40,000
21GN-00-OCEQ	Command Telephone System	\$ 25,000
21GN-00-OCEQ	Communications Cubicles	\$ 68,000
14SW-01-PACS	Access Control	\$ 47,000
04MD-01-VCAM	Video Cameras	\$ 15,000
21GN-00-INST	Installation	\$ 64,675
	Total	\$ 466,675

Project Estimate

The current total project estimate (excluding communications tower cost of \$731,000 and the \$350,000 Homeland Security grant) is as follows:

TOTAL PHASE 1 FUNDS REQUIRED		<u>\$ 1,718,640</u>
TOTAL PHASE 1 FUNDS AVAILABLE		
Louisiana Funds Project 50/J59	\$ 686,000	
Local Funds (NotYet 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. I discussed the need to complete this with R N Thomas, and he will facilitate completion.

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. Stogner 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, and the February YTD spending as compared to the 2010 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the February YTD spending as compared to the 2010 budget and the placement of CD's which have a February maturity date.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the February YTD spending as compared to the 2010 budget and the placement of CD's which have a February maturity date. Mrs. August 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 change petitions were discussed. This request is being supported by the affected Fire Departments due to the inconsistency of road name usage north or south of Bogalusa. Some residents use the Hwy 21 name without using the "N" or "S" designation. These petitions will standardize the usage of the "N" or "S" designation.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2010-1	Hwy 21	Hwy 21 N	Public Safety
2010-1	Hwy 21	Hwy 21 S	Public Safety

After a discussion of these petitions Jason Verett made the motion to approve the petitions. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mike Stogner made the motion to have Mrs. Thomas review the long term postage needs and to utilize a postage meter if such is in the District's best interest. Mrs. August 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