

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of January 5, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on January 5, 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. Mike Miller	

Members absent were: Mr. Jason Verret

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.

**ELECTION OF OFFICERS**

Mike Miller made the motion to reappoint the 2009 officers for 2010. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Thus, the 2010 Washington Parish Communications District Officers are:

Mr. James Coleman	Chairman
Mr. Mike Stogner	Vice-Chairman
Mrs. Cynthia August	Secretary
Mr. Gary Fenner	Treasurer

**APPROVAL OF MINUTES**

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

Mr. Fenner made the request to correct the December minutes to read as follows for the Treasurer's report as related to the 2009 and 2010 budget:

*...the year end recommended budget adjustments that result in a year end net income of \$27,363.16, and a 2010 budget which reflects the same December, 2009, monthly line item amounts of revenue and expenses for a yearly total net income of \$ 25,263.16.*

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

## **MANAGER'S REPORT**

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

An answering position computer at the Bogalusa Police Department had multiple failures during the last week of December and was replaced with spare equipment that we keep in inventory. We are now in the process of ordering new equipment to be placed in inventory for back up purpose.

Additional failures can be expected as we exceed five years of continuous computer operation. It would be appropriate to begin a planned change out with new equipment over the next 12 months of the 5 remaining computers in the system.

We gave out a total of 30 new addresses in the Parish during December. The location of these addresses was as follows:

Franklinton	15
Mt. Hermon	02
Pine	04
Bogalusa	05
Varnado	03
Angie	01
<hr/>	
Total	30

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. Final map files have been received from GeoComm. As soon as the files are reviewed and approved, they will be downloaded to the dispatch position computers and hard copies will be printed.

The staff has also been working very hard on identifying updates to the MSAG data base. In addition, address records and maps will be updated on Hwy 21 and Columbia Street in the Bogalusa area during the next month.

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

***Special Projects***

The following publically requested road name change will be considered in a public hearing during tonight's meeting.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2009-11	Rod and Gun Club Rd	Joe Thompson Rd	Honoring deceased publically known figure

I confirm that agency procedure has been followed, all residents have been notified, no opposition has been received, and that Mr. Joe Thompson appears to fit the criteria of Washington Parish Ordinance 09-500 as follows based on submitted documentation and input to Mr. Coleman from Parish Council member Mr. Greg Route Sr.

The existing road name is to be changed to that which will honor a deceased, publically known figure who has made a significant contribution to the community and does not replace a previous honorary designation.

The monthly ongoing review of the Communications Center design with representatives from Lambert Consulting was held on December 11<sup>th</sup>. No unsolvable issues were identified.

As related to the Manatee County equipment project and after reviewing the cost of truck rental and operational costs and the quality of available drivers, Mr. Coleman is recommending that professional movers pack and transport our new 9-1-1 equipment from Florida to Louisiana.

Based on this recommendation, our trip to Manatee County, Florida next week will include, (1) supervision of the packing and loading of the 9-1-1 equipment, (2) Meeting with the Manatee County Board of Commissioners to express our thanks for their generosity, (3) Meeting with Manatee County 9-1-1 personnel to discuss shared issues, and (4) Meeting with CML personnel to discuss the expected design of our new 9-1-1 system.

Another special ongoing project that will be completed in 2010 is the preparation of records which will allow the re-addressing of approximately 105 parish roads which do not conform to the standard five digit addressing system. Approximately half of the records have already been completed.

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.

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

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 159 new users during the month of December. There were 378 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's earth moving equipment is temporarily out of service. As soon as repair parts are received, the remaining work on the property will be completed.

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 was held on December 11<sup>th</sup>.

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

The Manatee County Florida 9-1-1 equipment as shown below is being added our agency's insurance policy.

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 was held on December 11<sup>th</sup>.

### ***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 :

EOC Cubicles	\$	50,000
EOC Laptops	\$	60,000
Audio Visual	\$	75,000
UPS System	\$	50,000
IT Infrastructure	\$	50,000
Telephone System	\$	50,000
Total	\$	335,000

***Project Estimate***

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

	<b>Phase 1 Details</b>	<b>Phase 1 Totals</b>
<b>Site Improvements and Work</b>		
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	<b>\$ 61,000</b>
<b>Additional Line Item Expenses</b>		
Fencing	\$ 30,000	
Generator Switching	\$ 15,000	
Security Systems	\$ 40,000	
Dispatch Furniture	\$ 75,000	
Administrative Furniture	\$ 5,000	
Total		<b>\$ 165,000</b>
<b>Equipment Costs (Building Prep)</b>		
Incident Command Setup	\$ 5,000	
AV / Computer / Copy Setup	\$ 6,000	
911 Operations Setup	\$ 25,000	
Communications Setup	\$ 15,000	
Total		<b>\$ 51,000</b>

### *Project Estimate*

#### **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	
<b>Total</b>			<b>\$ 335,000</b>

**Building**      4,600 sq ft at \$ 174/sq ft      **\$ 800,400**

**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**      **\$ 1,718,640**

#### **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	
<b>Total Funds Available</b>			<b><u>\$ 1,718,640</u></b>

### *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 RN 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. Mrs. August made the motion to accept and approve the Chairman's Report as given. Mr. Stogner 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 January 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 January YTD spending as compared to the 2010 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the January YTD spending as compared to the 2010 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner then made the motion to place \$ 50,000 in a 6 month Certificate of Deposit at an interest rate acceptable to the Treasurer.. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC HEARING**

The following publically requested road name change request was considered in a public hearing:

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2009-11	Rod and Gun Club Rd	Joe Thompson Rd	Honoring deceased publically known figure

It was confirmed that agency procedure has been followed, all residents have been notified, no opposition has been received, and that Mr. Joe Thompson appears to fit the criteria of Washington Parish Ordinance 09-500 as follows:

*The existing road name is to be changed to that which will honor a deceased, publically known figure who has made a significant contribution to the community and does not replace a previous honorary designation.*

Parish Council member Mr. Greg Route Sr. had previously confirmed that Joe Thompson was a publically known figure.

Ms. Thompson spoke in support of the request. There was no opposition in attendance.

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

### **OLD AND NEW BUSINESS**

Following a presentation by Mr. Michael Roux CPA, Mr. Miller made the motion to approve signing the CPA engagement letter as follows:

Review/Attest

Start Period: 1/1/2009

End Period: 12/31/2009

WILLIAM R. DURDEN/ MICHAEL ROUX CPA  
820 11TH AVE  
FRANKLINTON, LA 70438

Mr. Fenner seconded the motion. Motion passed by a unanimous vote

Mr. Bridges made the motion to accept the recommendations of the December 8, 2009, committee meeting and that the board retroactively pass all such motions of that committee as listed below :

1. Motion to dispense with the reading of the November, 2009, minutes.
2. Motion to approve the minutes of the November, 2009, meeting.
3. Motion to accept and approve the Manager's Report as given.
4. Motion to accept and approve the Chairman's Report as given.
5. 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 \$27,363.16, and a 2010 budget which reflects the same December, 2009, monthly line item amounts of revenue and expenses for a yearly total net income of \$ 25,263.16.
6. Motion to approve the road name changes for the reasons stated, given that the requirements of Ordinance 09-500 have been met.

Mr. Stogner 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