

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of June 6, 2011

A properly advertised Washington Parish Communications District Board meeting was held on June 6, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Mike Stogner	Vice-Chairman
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	
	Mr. Jason Verret	

Others present were:	Mrs. Joanna Thomas	Manager
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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

Mrs. Thomas called the roll. The results of that roll call are recorded above.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the May, 2011 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. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made a motion to approve the minutes from the May, 2011, meetings. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of May 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

Gage did have to come out last night to Bogalusa Police Department. It was reported that the position A was down and after trouble shooting the problem it was discovered that the battery back

up is going bad and needs to be replaced, it is several years old. We have a spare so that one will be replaced with it but we will need to purchase another one to have on hand in case of an emergency.

Gage has been getting alarms all this week on the heat at the WPSO where our equipment is housed, due to their air conditioning being out. It has been running about 91 degrees in their building. A few months ago during a previous problem I purchased box fans to help cool the equipment down and we utilized these fans again.

We gave out a total of 41 new addresses in the Parish during May. The location of these addresses was as follows:

Franklinton	16
Mt. Hermon	05
Pine	06
Bogalusa	06
Varnado	07
<u>Angie</u>	<u>01</u>
Total	41

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Mr. Mike will be here next month to give the audit report.

Special Projects

This month we replaced the old circuits to Bogalusa Position A with special equipment to allow an existing T-1 line that presently carries map data to now also carry the voice. By doing this we will cut back on a recurring cost a month of approximately \$500.00 per position.

Before we get AT&T to take the old circuits down we are giving it a month to work out any issues that may come up. Gage has extensively tested this new circuit. They did everything to see if they could get the system to go down and it didn't so I am very pleased to say I am confident that this was the right decision.

I have been working with Ron Bloom on cell tower updates for Verizon and ATT, and correcting any issues that we may find.

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 93 new users during the month of May with 168 page hits.

Communications Center

Lambert's building design with upgrades have been reviewed and the construction bid has been released as attached below. Bids are due on July 13th.

Communications Tower

The communications tower bids were received on May 20th. The following is the Architect's recommendation.

We have reviewed the Bid Proposal Forms from General Contractors received on May 20, 2011 at 1 :00 P.M. for the subject project. We have received notarized correspondence from Dennis Leblanc of Daley Tower Service, Inc. withdrawing their bid for the Communication Tower Project per Louisiana Revised Statute 38:2214. Their notarized correspondence is attached to this letter.

The next lowest responsive bidder is Sabre Communications Corporation. Sabre Communications Corporation is now the lowest responsive bidder. Their base bid was for \$1,034,550.00 and had two deductive alternates 1 and 2 for \$72,017.00 and \$102,558.00 respectively.

The bid package submitted by Sabre Communications has been reviewed by this office and appears to be a responsive bid. We recommend that you accept the bid and award it to Sabre Communications Corporation. In addition we recommend acceptance of Alternate number one in the deductive amount of \$72,017.00. Sabre Communications has been contacted and have confirmed their belief that their bid package is sound.

Attached to this correspondence is the bid tabulation sheet. Upon receipt of the review and final recommendation by your legal and insurance advisors, RCLC will assist in the preparation of the Owner /Contractor Contract as included in Section 00600 of the Bid Documents for execution.

If you have any questions, or require further action on our part, please contact me.

***Yours truly,
Richard C. Lambert Consultants, LLC***

Therefore, the net construction cost of the tower is \$ 962,000. The CDBG funds available for construction is \$ 833,000. The net funds to be supplied by the Communications District are thus, \$ 129,000.

Parish government has agreed to the language of the INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT as shown below.

This agreement contains the same language as our previous agreement concerning the communications center building.

Conditioned upon the completion of construction of the Communications Tower Project, and upon approval for use, the Washington Parish Government will convey ownership of the tower to the Washington Parish Communications District.

The Washington Parish Communications District will, in turn, (1) Furnish land for the construction of the tower on Dollar Road in Washington Parish; (2) Furnish all locally required funding in excess of that furnished by the State of Louisiana; and (3) Manage and operate the tower after completion of the project, which includes the payment of all recurring expenses including insurance and utilities.

It is recommended that the attached INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT be approved for endorsement by the Chairman.

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.

ATTACHMENT 1 TO CHAIRMAN'S REPORT

ADVERTISEMENT FOR BIDS

Washington Parish Emergency Operations Center

The Washington Parish Government (herein referred to as the "Owner") by virtue and in conformity with the provisions of Act 70 of the 1946 Regular Session of the Louisiana Revised Statutes of 1950, as amended, and other applicable laws, sealed bids marked "Sealed Bid—Parish of Washington Emergency Operations Center" will be received by the Owner for the construction of the project described as follows:

5,122 square foot building with metal frame structure and pre-cast concrete veneer panels. Scope of work to also include site improvements.

Proposals shall be addressed to the Washington Parish Government, and delivered to the Department of Homeland Security and Emergency Preparedness, located at 803 Pearl Street, Franklinton, LA 70438 not later than 1:00 p.m., on the 13th day of July 2011. "Sealed Bid—Parish of Washington Emergency Operations Center". Any bid received after the specified time and date will not be considered. The sealed bids will be publicly opened and read aloud at 1:00 p.m. a.m. on the 13th day of July, 2011, in the Office of Homeland Security and Emergency Preparedness, located at 803 Pearl Street , Franklinton, Louisiana 70438.

The Information for Bidders, Bid Form, Form of Contract, Plans, Specifications, and Forms of Bid Bond, Performance Bond and Payment Bond, and other contract documents may be examined at the Office of the Engineer/Architect for the contract; Richard C. Lambert Consultants, LLC located at 900 West Causeway Approach, Mandeville, LA 70471;985-727-4440. Copies may be obtained at this office upon payment of a deposit of \$ 243.00. This deposit will be refunded upon request in accordance with R.S. 38:2212. Validation of the Contractor's license and classifications will be made prior to release of bid documents.

Bids for this project may be submitted online at www.centralauctionhouse.com.

Contractors submitting bids shall be licensed under LA License R.S. 37:2150-2164; Building Construction. Other license classifications may, at the option of the Owner, be considered based upon a thorough review of the Contractor's past experience. The bidder shall show his license number on the bid and on the sealed envelope submitting the bid.

The Owner reserves the right to reject any and all bids for just cause; such actions will be in accordance with Title 38 of the Louisiana Revised Statutes.

In accordance with R.S. 38:2212 (A)(1)(b), the provisions and requirements stated in the Advertisement for Bids and those required on the Bid Form shall not be considered as informalities and shall not be waived.

Each Bidder must deposit with his/her bid, security in the amount of at least five percent (5%) of the total bid price, provided on the specified form and subject to the conditions provided in the Information for Bidders.

No bidder may withdraw his/her bid within forty-five (45) days after the actual date of the opening thereof.

Any person with disabilities requiring special accommodations must contact the Washington Parish Government no later than seven (7) days prior to bid opening.

**WASHINGTON PARISH GOVERNMENT
BY: RICHARD THOMAS
PARISH PRESIDENT**

Published Dates: June 08, 2011, June 15, 2011 and June 22, 2011

ATTACHMENT 2 TO CHAIRMAN'S REPORT

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH
GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT**

STATE OF LOUISIANA

PARISH OF WASHINGTON

BE IT KNOWN, that on the dates herein set forth, before the undersigned Notaries Public commissioned in and for the Parish of Washington, State of Louisiana, and in the presence of the witnesses hereinafter named and undersigned, personally came and appeared:

THE WASHINGTON PARISH GOVERNMENT, whose mailing address is Courthouse Building, Franklinton, Louisiana 70438, represented herein by Richard "Ned" Thomas, Jr., President, duly authorized as per Resolution No. 11-_____, dated June _____, 2011, hereinafter referred to as the "Parish"

And

THE WASHINGTON PARISH COMMUNICATIONS DISTRICT, having a mailing address of 805 Pearl Street, Franklinton, Louisiana 70438, represented herein by James M. Coleman, Chairman, duly authorized hereinafter referred to as the "Communications District"

Who do by these presents enter into the following agreement, to-wit:

1.

As authorized by Article 7 Section 14(C) of the Constitution of the State of Louisiana, and La. R.S. 33:1324, et seq., the "Parish" and the "Communications District" enter into this Intergovernmental Agreement.

2.

This Intergovernmental Agreement is based upon the following:

- A. The Washington Parish Council enacted Ordinance 08-458 on June 9, 2008 authorizing the Parish President to enter into a Cooperative Endeavor Agreement with the State of Louisiana, Division of Administration, Office of Community Development-Disaster Recovery Unit for the Implementing Grant under the Community Development Block Grant Disaster Recovery Program through the Louisiana Long Term Recovery Program, and to preside over all other matters and entities regarding the funding documents and the disposition of these funds.
- B. The Washington Parish Communications District has determined that the Communications Tower Project included in the Washington Parish CDBG program will allow the District to fulfill its obligations under La. R.S. 33:9105.

3.

Due to the above, conditioned upon the completion of construction of the Communications Tower Project, and upon approval for use, the Washington Parish Government will convey ownership of the tower to the Washington Parish Communications District.

4.

The Washington Parish Communications District will, in turn, (1) Furnish land for the construction of the tower on Dollar Road in Washington Parish; (2) Furnish all locally required funding in excess of that furnished by the State of Louisiana; and (3) Manage and operate the tower after completion of the project, which includes the payment of all recurring expenses including insurance and utilities.

5.

The Washington Communications District herein agrees in consideration of the terms contained herein that during emergencies that the Washington Parish Government through the Washington Parish Office of Homeland Security and Emergency Preparedness shall have use of the tower for emergency management operations.

THUS DONE AND SIGNED in Franklinton, Washington Parish, Louisiana, on the _____ day of _____, 2011, in the presence of the undersigned competent witnesses who hereunto subscribed their names with the said appearers and me, Notary, after due reading of the whole.

WITNESSES:

WASHINGTON PARISH

GOVERNMENT

By: _____
Richard "Ned" Thomas, Jr., President

G. Wayne Kuhn, Notary Public
Notary ID # 65164

THUS DONE AND SIGNED in Franklinton, Washington Parish, Louisiana, on the _____ day of _____, 2011, in the presence of the undersigned competent witnesses who hereunto subscribed their names with the said appearers and me, Notary, after due reading of the whole.

WITNESSES:

THE WASHINGTON PARISH
COMMUNICATIONS DISTRICT

By: _____
James M. Coleman, Chairman

G. Wayne Kuhn, Notary Public
Notary ID # 65164

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. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed May, 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 YTD spending as compared to the 2011 budget. Mr. Fenner suggested to cash in the CD at Zellco which is maturing for \$100,000.00 and put it into the LAMP account to allow funds to be available for tower construction invoices.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the YTD spending as compared to the 2011 budget.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Mr. Stogner made the motion to move the \$100,000.00 from Zellco and put it into the LAMP account to allow funds to be available for tower construction invoices. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to approve the INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT and that the Chairman sign the agreement on behalf of the District. Chairman Coleman reported that the agreement had been reviewed and approved by Dan Foil, the District's attorney.

Mr. Fenner made the motion to approve the INTERGOVERNMENTAL AGREEMENT BETWEEN THE WASHINGTON PARISH GOVERNMENT AND THE WASHINGTON PARISH COMMUNICATIONS DISTRICT and that the Chairman sign the agreement on behalf of the District. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to purchase a server where all office data files will be located. This will facilitate both on site and off site data backup. We currently have a lot of valuable information on our computers that could be lost due to fire or power surges . Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to renew our maintenance agreement with HigherGround. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman relinquished the gavel to Vice Chairman Stogner and did not participate in discussions. Mr. Stogner made the motion to renew our maintenance agreement with GeoComm. Mr. Bridges seconded the motion. Motion passed by the follow vote : Stogner – YEA, Bridges – YEA, Fenner – YEA, Coleman – Abstained.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. 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