

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 3, 2012

A properly advertised Washington Parish Communications District Board meeting was held on April 3, 2012 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Jason Verret
	Mrs. Mary Ratcliff

Others present were:	Dan Foil	Attonery
	Jim Ryan	Government Consultants Of Louisiana, Inc
	Toye Taylor	Crews & Associates

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March, 2012, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Miller made the motion to dispense with the reading of the meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the March, 2012, meeting minutes. Mr. Miller made the motion to approve the March, 2012, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

We gave out a total of 30 new addresses in the Parish during March as follows:

Franklinton	15
Angie	01

Pine	06
Bogalusa	05
Varnado	03
Total	30

Ms Moore and Ms Jones have also been working with GeoComm on our map updates. The latest set of updates has been submitted for processing.

Mrs. Moore continues to do the addressing.

Our yearly GeoComm contract for mapping support is due for renewal in May with no increase in cost. It is requested that the board approve the renewal at \$ 433 per month.

Ms Jones and Ms Moore are currently using a trial version of a map program called ArcView. This is the office mapping program the assessor's office utilizes and it will be compatible with the majority of map users. It will also be necessary when our dispatch map system is upgraded next year.

I have working with Ron Bloom our wireless consultant on our wireless system. The latest round of testing was done last week.

We have almost completed the repair from the lightning damage from January 17. Final adjustments will be done this month.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Mr. Fenner will give the March financial report tonight.

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 117 new users during the month of March with 314 page hits.

Communications Center

Bids for the re-designed building construction were received on March 21st as follows.

McMath Construction	1,364,000
Brunt Construction	1,400,200
CM Combs Construction, LLC	1,434,000
Omega General Construction	1,473,000
Kent Construction	1,475,000
Devier Design Build	1,529,000
Trimark Constructors	1,583,000
C.Perry Builders	1,589,000
T.L. Wallace Construction	1,643,000

As a comparison, the low bid at the first bid opening on July 13, 2011, was by McMath Construction for \$ 2,100,000.

Our projected loan requirement for the building is \$ 400,000 as shown below:

USES OF FUNDS

Building	\$1,364,000	
Building Equipment	\$515,000	
Tower	\$136,000	
Engineering	\$75,000	
Contingencies	\$50,000	
Total		\$2,140,000

SOURCES OF FUNDS

Retained Earnings	\$700,000	
Louisiana Appropriations	\$690,000	
WPCD Loan	\$400,000	
EOC Grant	\$350,000	
Total		\$2,140,000

Our 911 fund balance would be \$ 100,000 at the completion of the project.

The following information is being sent to Mr. Henry Fry, Facility Planning & Control, asking approval to award the contract for Emergency Operations, 911 and Multi Agency Communications Center, Real Estate, Planning and Construction, FP&C Project No. 50-J59-07B-01 :

- Final construction documents (plans and specifications)
- Construction document addenda
- Certification that the cooperative endeavor agreement's ownership of property requirements have been met
- Evidence of current commitment and availability of match and/or in-kind match
- Certified proof of publication of advertisement for procurement

- Certified tabulation of bids or proposals with recommendation for award
- Certification that the procurement was in accordance with the Public Bid Law

Communications Tower

Work continues on the site. The site road grading is completed and crushed stone has been applied.

The equipment shelter and generator delivery is expected on Saturday, April 7th. Installation will commence on Monday, April 9th. An April 30th project completion is projected.

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

TREASURER'S REPORT

Mr. Fenner reviewed the March, 2012, 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 then reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2012 budget for March

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for March, and to roll maturing CD's into our LAMP account.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for March and to roll maturing CD's into our LAMP account. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

A discussion was held as to the need to increase revenues in order to help pay back our bond issue and still maintain a reasonable level of Retained Earnings. Mr. Miller made the motion to adopt the resolution, A RESOLUTION ESTABLISHING EMERGENCY TELEPHONE SERVICE CHARGES IN ACCORDANCE WITH ACTS 1988, NO. 123, §1; ACTS 1988, NO. 153, §1; ACTS 1991, NO. 358, §1; ACTS 1999, NO. 1029, §1, EFF. JULY 9, 1999, which is attached. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

NEW/OLD BUSINESS

Mr. Jim Ryan, Government Consultants Of Louisiana, Inc reviewed the bond proposals. Iberia Bank of Lafayette, LA was the low cost proposal at 3.5% for 15 years. Mr. Miller made the motion to place \$ 467,000 of bond debt at 3.5% for 15 years with Iberia Bank of Lafayette, LA. Mr. Fenner seconded the motion. The motion was passed by a unanimous vote.

Mrs. Thomas reviewed the present GIS services contract with Geo-Comm, Inc, 601 West St. Germain Street, St. Cloud, MN 56301. Mr. Stogner made the motion to renew the contract for another year at the same cost. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Mr. Miller 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

RESOLUTION ESTABLISHING EMERGENCY TELEPHONE SERVICE CHARGES IN ACCORDANCE WITH ACTS

1988, NO. 123, §1; ACTS 1988, NO. 153, §1; ACTS 1991, NO. 358, §1; ACTS 1999, NO. 1029, §1, EFF. JULY 9, 1999

WHEREAS, the Louisiana Legislature has enacted Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999, as stated in Revised Statute 33:9106 Paragraph B.(1)(a) The governing authority of the district may, when so authorized by a vote of a majority of the persons voting within the district in accordance with law, levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; however, if a district is served by more than one service supplier, then the emergency telephone service charge shall not exceed five percent of the highest tariff rate; and

WHEREAS, Revised Statute 33:9106, Paragraph A (3) "Exchange access facilities" means all lines, provided by the service supplier for the provision of local exchange service, as defined in existing general subscriber services tariffs; and

WHEREAS, Revised Statute 33:9106, Paragraph A (6) "Tariff rate" means the rate or rates as stated in the service supplier's tariffs and approved by the Public Service Commission, that represent the service supplier's recurring charges for exchange access facilities, exclusive of all taxes, fees, licenses, or similar charges whatsoever. If exchange access facilities are provided by the service supplier under both flat and usage-sensitive rate schedules, the flat rates shall be considered the "tariff rate"; and

WHEREAS, Based on the Special Election held on Tuesday, November 8, 1988, and the Process Verbal of December 13, 1988, of the Washington Parish Police Jury, the Washington Parish Communications District may levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; and

WHEREAS, one of the purposes of the Acts is to provide funds to pay the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D); and

WHEREAS, the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D) have increased due to the addition of equipment and facilities; and

WHEREAS, The Washington Parish Communications District may from time to time recalculate the emergency telephone service charge based on existing tariffs in force at that time; and

WHEREAS, the Washington Parish Communications District has not recalculated the emergency telephone service charge based on existing tariffs in force at that time since 1989 ; and

WHEREAS, Based on tariffs approved on January 7, 2012, LA-12-00211, the following Flat Rate Schedules currently apply in Louisiana; and

Residence Service Per Line, UNE Zones 2 and 3	\$ 13.60 Per Month
Business Single Line Service, UNE Zones 1-3	\$ 59.00 Per Month

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of this Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and decrease response times, and thereby save lives and property; and

NOW THEREFORE, a Motion was duly made to the Commissioners, to wit:

BE IT RESOLVED, that in accordance with Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999,

the emergency telephone service charge levied shall be revised to reflect tariffs approved on January 7, 2012 as per LA-12-00211. These recalculated emergency telephone service charges shall be as follows:

Residence Service Per Line, UNE Zones 2 and 3	\$ 0.68 Per Month
Business Single Line Service, UNE Zones 1-3	\$ 2.95 Per Month

WHEREUPON, the motion was seconded, and submitted to the official vote of the Washington Parish Communications District, which vote was as follows:

YEAS: Coleman, Stogner, Miller, Fenner, August

NEYS: None

ABSENT: Verett, Ratcliff

WHEREUPON, the above and foregoing resolution was declared duly adopted this 3rd day of April, 2012, by the Washington Parish Communications District.

James M. Coleman, Chairman

Cynthia August, Secretary