

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 10, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on September 10, 2019 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. Thomas 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 August, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the August meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2019, meeting minutes. Mr. Fenner made the motion to approve the August 2019, meeting minutes with a date/year correction. Ms. August seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'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

***Daily Operational Issues***

All PSAPs are currently operational. All PSAP are up a running with no issues to report at this time. We have had recent issues with our fax lines and that was an ATT issue and it was resolved.

For the month of August we issued 36 new addresses they were:

Franklinton	22
Bogalusa	01
Mt. Hermon	02
Pine	06
Angie	01
Varnado	04
Total	36

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda Raybourn CPA will be here at tonight's meeting to review the results of our 2018 audit.

Ms. Moore continues to do the addressing and both Ms Moore and Ms. Jones continuing to work on map updates on a daily basis. The recent updates were downloaded to our server by GeoComm last week.

### ***Special Projects***

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 81% complete on this project.

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Harris made the motion to accept and approve the Director's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 133 new users with 203 page hits in August. Foreign users were from China, Philippines, Malaysia, and Taiwan.

### **Special Projects**

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn.
- The Request for Proposal for the 9-1-1 Equipment Replacement Project (175 pages) has been released to potential vendors. The schedule for this RFP is as follows:

Proposal due not later than 4 p.m. CST	September 18, 2019
Webinar By Highest Ranked Vendors	September 25, 2019
Final Ranking of Vendors	October 1, 2019
Negotiate Contract	October 2 - 9, 2019
Award Contract	October 11, 2019

The final ranking of vendors will be reviewed at the October 1 meeting. This meeting may not include the normal agenda given that the October meeting had been scheduled for October 8<sup>th</sup>. The ranking criteria is attached.

## 2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (equipment delivered)
AV iPad Replacement		\$ 2,000 (completed)
Radio Amplifier Replacement		\$ 2,500 (completed)
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		\$ 5,000 (2020)
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000 (RFP Completed)

## 2020 Capital Plan

The 2020 capital plan will include the DOTD Required Sign On Dollar Road (see above) and the site's security fencing and gate. The fencing is estimated at \$ 110,000. The gate and electrical controls is estimated at \$ 50,000. Architectural fees of 10.46 % are based on the State of Louisiana formula.

### RANKING CRITERIA

#### Request for Proposal for the 9-1-1 Equipment Replacement Project

##### 22.1 General Criteria – 15 Points

- 22.1.1 Overall Vendor qualifications including specific qualifications of personnel to be assigned to this project as per Paragraph 9.1.3.
- 22.1.2 Record of successful installation of Phase II compatible NG9-1-1 systems as per Section 17.
- 22.1.3 Completeness of responsiveness to project requirements of Sections 3 to and including Section 17.
- 22.1.4 The adequacy of the Training Plan as per Paragraph 13.6, the Work Plan as per Section 14.0 and the Acceptance Test Plan as per Paragraph 16.3.
- 22.1.5 The information gathered by the Evaluation Committee from references and other information available to the Committee.

22.2 Response To District's Requirements –	50 Points
22.3 Proposal Price (Excluding Maintenance and Software Support) –	25 Points
22.4 Maintenance and Software Support Price –	10 Points
<b>TOTAL POINTS IN EVALUATION</b>	<b>100 Points</b>

Based on the information presented during the Webinar by the highest ranked Vendors, presently scheduled for September 25, 2019, the evaluation committee may add up to 10 extra points to the total calculated as per Paragraphs 22.1 to and including Paragraph 22.4.

If two proposals receive the same score during the evaluation process, the proposal with the least cost will be selected.

Mr. Coleman called for any questions concerning the Chairman's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman's report. Mr. Harris made the motion to accept and approve the Chairman's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the August, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the August, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the August, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2018. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Fenner made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to engage Minda B. Raybourn CPA to perform the 2019 Financial Audit. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Ms. August 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