

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 02, 2007

A properly advertised Washington Parish Communications District Board meeting was held on October 2, 2007 at 805 Pearl Street, Franklinton, Louisiana 70438 at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Mr. Joshua Bridges	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Mike Miller	

Others present were:	Mr. Kenny Gatewood	Attorney
	Mrs. Joanna Thomas	Manager

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. 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 September 4, 2007, meeting. The minutes of September were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes of September, 2007. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to approve the minutes of September, 2007. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

PSAP equipment is working well, with no issues to report during the month of September. There have been no equipment failures, during the past month.

The invoice from the previous month's lightning strike damage to our equipment has been cancelled by CML and it will be covered, instead, by our maintenance agreement.

We gave out a total of 38 new addresses in the Parish during September. The location of these addresses was as follows:

Franklinton	17
Mt. Hermon	01
Pine	06
Bogalusa	10
Varnado	01
Angie	03
Total	38

We also had 5 new roads added to our map during the past month along with numerous address changes.

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

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They have stayed on the road continuously without stop, adding new roads, finding missing roads, correcting addresses previously issued incorrectly and as well calculating and issuing new address.

We have completed the required TDD training for all the new and current dispatchers for each agency. The class was held at the Franklinton Fire Department each Tuesday and Thursday for two weeks. Brett with Gage Telephone also came in and gave updated instructions on the operation of the CML equipment.

A meeting was held in Mandeville with Lambert Consultants to develop the project plan for the next nine months.

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. Verret 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

Map Development

The final group of 59 updates to our map have been generated for submission this week to Geocomm,

Public 911 Education

Our 911 web site was visited by 266 new users during the month of August. There were 564 page hits during this time period. This is an increase from last month.

WPCD's Basic Communications Center for Washington Parish

Our Capital Appropriations Request was acted on by the Louisiana Bond Commission on September 20. The Commission approved a cash line of credit for Washington Parish for \$500,000 on this project during the 2007 state fiscal year.

The Louisiana Bond Commission approved the 2007 spending of \$ 144.8 million for capital expenditures compared to \$ 537.9 million approved in Act 28 of the capital spending bill. Based on these figures, only 26.9 percent of the requested spending got approved by the bond commission.

Washington Parish has thus been well supported by our elected officials in the Louisiana legislature.

Even though this project is now officially a parish project, Parish President Taylor has requested that the Communications District serve as the lead agency. The mechanics of allowing facilitating this process is as follows:

- 1 Parish Council must pass attached ordinance to enter into a cooperative endeavor agreement with the state.
- 2 After ordinance passes President Taylor will execute the cooperative endeavor agreement with the state of Louisiana.
- 3 Communications District enters into a cooperative endeavor agreement with the parish to serve as the lead agency on the project with James Coleman serving as the project manager. Kenny Gatewood to develop language of the agreement.
- 4 Communications District recommends approval of contract with Richard C. Lambert Consultants for completion of the project services. Kenny Gatewood to approve language of the contract.
- 5 President Taylor will execute the contract with Lambert after appropriate parish level review.
- 6 Project design issues are resolved by the project manager after consultation with the Washington Parish Director of Homeland Security and monthly reports given to the Communications District and Parish President.
- 7 Invoices from Lambert approved by Communications District's Project Manager; approved by Parish's project liaison, and then submitted to Louisiana Facilities Planning and Control for payment. All payments are made by the state to the vendor.

Utilizing this project management process insures that all agencies are represented in the process and there is no co-mingling of funds.

It is my estimate that approximately \$ 230,000 can be spent in actual site work before an additional funding source must be secured. The additional funding source could be, for example :

Additional spending approved by the state of Louisiana for the entire project.

1. Spending approved by the District to construct Phase 1 building.

Once the final invoice due Lambert of approximately \$ 12,000 is paid by the District, no additional payments to them from us will be required.

To keep the project on track, it is requested that the board entertain the following motions :

1. Motion to make a recommendation to Parish President Taylor that a contract be signed by the parish with Richard C. Lambert Consultants, LLC for Architectural Services For Parish 911 and Emergency Operations Center. Kenny Gatewood to review contract language.
2. Motion to approve a cooperative endeavor agreement between the District and the Parish to enable the District to serve as the lead agency on the project with James Coleman serving as the project manager. Kenny Gatewood to develop language of the agreement.

Agency Recruitment and Retention

The District, at its last meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. Mr. Fenner has requested that the scope and cost of possible plans be reviewed at the November meeting.

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

Mr. Bridges made the motion to recommend to Parish President Toye Taylor that he enter in and sign a contract with Richard Lambert & Consultants to move forward with the construction of our 911/OEP building with Mr. Gatewood reviewing it. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to approve for the 911 board to enter into an endeavor agreement with Parish Government. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Due to the absent of Mr. Fenner the treasurer, Mrs. Thomas gave the Treasurer's Report. Mrs. Thomas reviewed the financial statements beginning with the balance sheet, both assets and liabilities. Then she reviewed the income and expense statements. Next, she reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements.

Mr. Bridges made the motion to accept and approve all the September, 2007, Treasurer's Report, the financial statements, the checklist and the 2007 budget review. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

Mrs. August still recommends the board move forward on obtaining the cost of benefits for the employees to help with their recruitment and retention. Mrs. August states that she will be in contact with Ms. Carol at Parish Government to obtain information on the cost and the possibility to have the employees added to the Parish Governments plan.

PUBLIC COMMENTS

There were no comments from the public.

Chairman Coleman called for any additional comments or questions from the members of the board. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn.

Mrs. August made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned.

As recorded by: Mrs. Joanna Thomas

Approved by: _____
Mrs. Cynthia August, Secretary