

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 01, 2008**

A properly advertised Washington Parish Communications District Board meeting was held on July 1, 2008 at 805 Pearl Street, Franklinton, Louisiana 70438 at 6:00 PM.

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

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

Others present were:	Mr. Kenny Gatewood	Attorney
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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**

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 June 2008, meeting. The minutes of June were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes of June 2008. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of June, 2008. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

I have been active during the month of June 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***

PSAP equipment is working well, with no issues to report during the month of June other than a Bell system line failure to the Franklinton Police Department. This issue was rapidly repaired by Bell. There have been no failures of our equipment during the past month.

We gave out a total of 47 new addresses in the Parish during June. The location of these addresses was as follows:

Franklinton	24
Mt. Hermon	09
Pine	04
Bogalusa	05
Varnado	03
<u>Angie</u>	<u>02</u>
Total	47

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. The yearly compilation report has been completed by Mr. Durden.

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. Map updates have been sent to GeoComm for conversion and downloading into our dispatch system.

### ***Special Projects***

An additional phone line connected to an outgoing FAX machine at the sheriff's office has been installed. This line allows 9-1-1 data to be FAXed to ambulance services and fire departments. This was previously being done on a line being shared by another 9-1-1 line and "busy" signals have been occurring.

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

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 225 new users during the month of June. There were 603 page hits during this time period. This is a slight increase from last month.

### **Communications Center Projected Construction Cost**

In order to complete the information required by the Louisiana Office of Planning and Control to enable them to complete the preparation of a Cooperative endeavor agreement with Washington Parish, the following represents and estimate of costs to build the Phase 1 communications building.

To support this step it is requested that the board pass the attached resolution which dedicates \$ 403,996 toward the completion of this project.

**Site Improvements and Work**

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 for Tower access	\$5,000	
Water from shallow well	\$6,000	
Power/Telephone from Dollar Road	<u>\$12,000</u>	
Total		\$61,000

**Building** 4,208 sq ft at \$ 170/sq ft \$715,360

TOTAL CONSTRUCTION COST \$776,360

**Professional Fees - Architect and Engineering** \$77,636

**Contingency** \$40,000

TOTAL PROJECT COST \$893,996

FUND SOURCES

Louisiana Capital Appropriations	\$490,000	
WPCD Funding	\$403,996	
Total		\$893,996

***WPCD's Loan Request For U.S. Dept. of Agriculture Assistance***

The United State Department of Agriculture under the Community Facilities Guaranteed Loan Program has approved our preliminary application. Final information as shown on the attached list is currently being assembled to support this process.

This results of this process will result in the federal government guaranteeing 40 year loans/ bonds at a rate of between 4 – 5 per cent. This will enable the facility to be properly equipped with communications equipment. The estimated cost of this equipment is as follows :

<b>Dispatcher Equipment</b>		
Consoles and Chairs	\$ 75,000	
911 Answering Computers and Software	\$ 75,000	
Radio Communications	\$ 75,000	
CAD	<u>\$300,000</u>	
Total		\$ 525,000

<b>Building Related Equipment</b>		
Tower	\$550,000	

Generator and Switching	\$60,000	
UPS	\$40,000	
Equipment Room	<u>\$50,000</u>	
Total		\$700,000
TOTAL EQUIPMENT COST		\$1,225,000
Less, LRA Funds to Parish		\$ 700,000
Funds from WPCD From USDA Loan		\$ 525,000

***Additional Funding For Fire Dispatch and Call Taker Personnel***

As a reminder, the 2008 dates to place a proposition on the ballot are as follows :

	<b>July 19</b>	<b>October 4</b>	<b>November 4</b>
<b>Type of Election</b>	Propositions Only	2 <sup>nd</sup> Party Primary	Presidential
<b>Deadline</b>	June 3	July 25	September 19

Based on information from the Assessor’s Office a tax of one mil in Washington Parish would result in \$ 143,000 per year in additional revenue. To raise revenues equal to the average ten year pay and benefits for 14 additional employees of \$ 716,000 per year, a 5 mil tax would be required.

If based on a per structure (house or business) basis, a fee of \$3.25 per month will result in the same revenue stream.

***WPCD’s Request For Louisiana National Guard Assistance***

Local approval of site work by the Army National Guard has been placed on hold due to operational issues of the units involved. While the project is otherwise approved, it has been placed on hold until the summer of 2009. This may still be valuable to us.

***WPCD’s Request For FEMA Hazard Mitigation Funding Request***

The revised final request for \$ 468,780 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building has been filed with the State of Louisiana. Feedback from Aileen Landry indicates that Project Project HMGP #1603-117-0008 Harden Washington Parish Communications Building may only be partially funded.

***Homeland Security Funding***

The Governor’s Office of Homeland Security is expected to provide funding for certain radio interoperability and microwave equipment which will be utilized in conjunction with

the Communications Center tower previously mentioned. These funds may approach several hundred thousand dollars.

### ***Agency Recruitment and Retention***

The District, at its September, 2007 meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. Mrs. August may have an update on this issue.

### ***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. Mr. Verret made the motion to accept and approve the Chairman's Report as given. Mr. Bridges 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 expense statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements.

Mr. Fenner also reviewed the 2008 year to date budget. Mr. Fenner stated that the mid year budget adjustments will be recommended at the August meeting.

Mr. Bridges made the motion to accept and approve the Treasurer's report, the financial statements, the checklist and the 2008 budget review. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Members of the board requested that a report of locally available 30 day CD rates be reported at each meeting.

### **OLD/NEW BUSINESS**

Mr. Fenner made the motion to approve the attached resolution, "**A RESOLUTION BINDING THE WASHINGTON PARISH COMMUNICATIONS DISTRICT TO COMPLETE AND FULFILL THE FUNDING NECESSARY TO COMPLETE PROJECT 50/J59, EMERGENCY OPERATIONS, 911 AND MULTI AGENCY COMMUNICATIONS CENTER, REAL ESTATE, PLANNING AND CONSTRUCTION**".

Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman asked that the Personnel Committee meet during the month of July to for its annual performance review of the District's employees.

**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.

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.

As recorded by: Mrs. Joanna Thomas

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary

**A RESOLUTION BINDING THE WASHINGTON PARISH COMMUNICATIONS DISTRICT TO COMPLETE AND FULFILL THE FUNDING NECESSARY TO COMPLETE PROJECT 50/J59, EMERGENCY OPERATIONS, 911 AND MULTI AGENCY COMMUNICATIONS CENTER, REAL ESTATE, PLANNING AND CONSTRUCTION**

**WHEREAS**, the Louisiana Legislature has enacted ACT 28 (2007) which authorizes that certain funds be made available to Washington Parish for an Emergency Operations, 911 and Multi-Agency Communications Center, Real Estate, Planning and Construction, Project 50/J59, payable from General Obligation Bonds.

**WHEREAS**, the budgeted cost of this project is \$ 893,996.

**WHEREAS**, the Louisiana Legislature has made \$ 490,000 available to Washington Parish for this project.

**WHEREAS**, the Washington Parish Communications District is committed to providing the citizens of this Parish with an advanced 9-1-1 Communications System that can increase effectiveness and decrease response times, and thereby save lives and property.

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

**BE IT RESOLVED**, that in accordance with Act 28 (2007), additional expenditures of \$ 403,996 by the Washington Parish Communications District will be made toward this project to complete its construction.

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

**YEAS:**

**NEYS:**

**ABSENT:**

**WHEREUPON**, the above and foregoing resolution was declared duly adopted this 1<sup>ST</sup> day of July, 2008, by the Washington Parish Communications District.

James M. Coleman, Chairman

Cynthia August, Secretary

Joanna Thomas, Manager