

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 3, 2009**

A properly advertised Washington Parish Communications District Board meeting was held on March 3, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
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Others present were:	Mr. Dan Foil	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.

**APPROVAL OF MINUTES**

Mr. Coleman called for a motion to dispense with the reading of the minutes from the February, 2009, 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 minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion to approve the minutes of February, 2009. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

I have been active during the month of February 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 February. There have been no equipment failures, during the past month. The dispatch position at the Sheriff's Office has been moved with success into a bigger room for the dispatchers. All equipment

including our main CML switch required multiple cleaning sessions after being contaminated by construction dust caused by other contractors.

We gave out a total of 62 new addresses in the Parish during March. The location of these addresses was as follows :

Franklinton	25
Mt. Hermon	06
Pine	11
Bogalusa	13
Varnado	05
Angie	02
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Total	62

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Final financial records will be completed within the next week for delivery to Mr. Durden.

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.

Ms Jones and Ms Moore are doing an excellent job out in the field I am so proud to have them working for this agency.

### ***Special Projects***

Cell tower testing was performed on February 10 and 18, 2009, in Bogalusa for ATT and on February 27, 2009, for Sprint/Nextel. The ATT testing was successful but testing for Sprint/Nextel will have to be repeated.

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 March, 2009, 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 January, 2009, Manager's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 181 new users during the month of February. There were 440 page hits during this time period. This is essentially a repeat of last month's activity level.

### **District Income Preservation Initiatives**

A resolution has been prepared for your consideration as follows and as attached.

**A RESOLUTION REQUESTING THE WASHINGTON PARISH LEGISLATIVE DELEGATION DRAFT AND SUPPORT LOCAL LEGISLATION RELATIVE TO THE WASHINGTON PARISH COMMUNICATIONS DISTRICT, TO PROVIDE FOR THE ASSESSMENT OF PREPAID WIRELESS TELEPHONE SERVICE.**

### **District Legal Projects**

A meeting with the council attorney, Wayne Kuhn is scheduled for March 11, 2009 to further discuss a (1) A refinement of Parish Ordinance 06-377 and the District's road name change guidelines, and (2) The upcoming Cooperative Endeavor Agreement between the State of Louisiana and Washington Parish Government related to the construction of the Communications Center.

### **Communications Center Louisiana Capital Appropriations**

The Cooperative Endeavor Agreement between the State of Louisiana and the Pariah of Washington has been signed by all parties and is attached in short form.

The next step in the process is to develop an Architectural and Engineering contract between Lambert and the Parish of Washington.

Prior to the release of a specification and bid package, a Cooperative Endeavor Agreement will be in place between the Communications District and the Parish of Washington which specifies the transfer of building ownership to the District upon completion.

### **Communications Center USDA Loan**

Discussions with Bruce Bordelon were held last week to develop a slightly revised path forward. This revised path is based on securing additional funding for Equipment, Furniture and Fixtures. It appears that sufficient funding is available for building construction. This portion of the overall project is appropriately continuing forward .

### ***LRA Funding for Tower Related Costs***

The U.S. Department of Housing and Urban Development has preliminarily approved the expenditure of \$ 731,000 for a communications tower and related expenses. A contract between Lambert and the Parish of Washington for engineering services has been completed and final signatures are expected this week.

The next step in the process is to develop a final application for state approval. Completion of this document is expected within one week.

### ***Homeland Security Funding***

The Governor's Office of Homeland Security has purchased certain radio interoperability equipment which will be utilized in conjunction with the Communications Center tower previously mentioned. Delivery is expected on March 11<sup>th</sup> with installation thereafter.

### ***WPCD's Request For Louisiana National Guard Assistance***

Capt. Allen West of the Louisiana Army National Guard reports that our application for assistance is being actively re-considered for 2009 implementation. It is in the process of review will by General Landreneau.

### ***WPCD's Request For FEMA Hazard Mitigation Funding Request***

Da'Lacie Jolivet, Disaster Recovery Specialist, Mitigation Section - Traditional Grant has been replaced by Loren Dennis. Ms. Dennis has been set a revised estimate for our phase 1 building to increase the wind survivability from 110 mph to 150 mph and that estimate will meet FEMA guidelines.

The next step is to wait for final state and federal approval.

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

The District, at its September, 2008, meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. I have officially asked the Louisiana Parochial Employees Retirement System (LAPERS) if the District can join their system directly rather than through the parish government. We should have feedback on this within 30 days.

### ***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 March, 2009, Chairman's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Bridges made the motion to accept and approve the February, 2009, Chairman's Report as given. Mr. Miller 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 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, the February YTD spending as compared to the 2009 budget and reported that we placed \$ 175,000 of funds from a combination of the checking account (\$75,000) and the LAMP Account (\$100,000) and place it in a 6 month CD at an interest rate of 4% at Citizens Bank.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the February YTD spending as compared to the 2009 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the February YTD spending as compared to the 2009 budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD AND NEW BUSINESS**

Mr. Coleman then presented the following resolution for the boards review :

***A Resolution requesting the WASHINGTON Parish Legislative Delegation DRAFT and support Local legislation relative to THE WASHINGTON PARISH Communications District, to provide for the assessment of prepaid wireless telephone service***

After reviewing the resolution and receiving a favorable legal opinion from Mr. Foil, Mr. Fenner made the motion for adoption of the resolution and Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made a motion to secure reimbursement from the Washington Parish Sheriffs Office for any future equipment moves if such moves are not at the request of the District. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made a motion to secure reimbursement for equipment decontamination costs from the contractor doing concrete block modification work at the Washington Parish Sheriffs Office. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

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. Stogner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:30 PM.

As recorded by: Mrs. Joanna Thomas.

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