

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 07, 2007

A properly advertised Washington Parish Communications District Board meeting was held on July 10, 2007 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
	Mrs. Joanna Thomas	Manager
	Mr. Stephen Gaubert	AIG Financial Advisors

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 July, 2007, meeting. The minutes of July were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes of July, 2007. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of July, 2007. Mrs. August 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 July. There have been no equipment failures during the past month.

We gave out a total of 53 new addresses in the Parish during July. Location of these addresses :

Franklinton	31
Mt. Hermon	03
Pine	05
Bogalusa	05
Varnado	05
Angie	04
Total	53

We also had 7 new roads added to our map during the past month.

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 tested Centennial Wireless at on July 23rd at all three PSAP's. The accuracy this time was much better than last month when we tested them. To make sure they continue to improve, we review the company's progress on a monthly basis via conference calls. We completed Intrado VOIP testing on July 11th and TCS VoIP testing on July 12th at all the PSAP's, and it also went well.

Mr. Coleman and I traveled to Monroe for the Louisiana NENA meeting and he will report on this later 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. Bridges made the motion to accept and approve the Manager's Report as given. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

There are presently thirty-three updates to our map ready to be submitted to GeoComm for their integration into our dispatch mapping system.

Our map data has been successfully downloaded into one of our spare laptop computers to be used on a trial basis by our ambulance and fire fighter responders. In addition, the planned connection between one of our old GPS units has also been successful. Thus, we will begin our trials at no additional cost to the District.

Public 911 Education

Our 911 web site was visited by 186 new users during the month of June. There were 529 page hits during this time period.

WPCD’s Basic Communications Center for Washington Parish

Our \$ 7.8 million request (See attached) within Capital Appropriations Bill HB2 was signed by Governor Blanco on July 19th. The next step is bond commission approval. The Parish President and the mayors of Bogalusa and Franklinton have signed a letter (attached) requesting that Governor Blanco facilitate Bond Commission approval.

Joanna and I attended the Louisiana NENA quarterly meeting in Monroe, Louisiana. During this meeting I chaired the Louisiana NG9-1-1 Committee which will review and report on the future impact in Louisiana of emerging technologies within 9-1-1. Our new communications center will require considerable thought on this technology issue.

Financial Summary

Mr. Fenner will report our financial situation in detail during the Treasurer’s Report. I would, however, like to point out that our operating budget has been revised as previously approved. This budget includes our normal mid year renewal items such as :

CML Maintenance Contract	\$ 15,000
Recorder Maintenance Contract	\$ 5,200
GeoComm Maintenance and Mapping Support Contract	\$ 13,500
Agency Insurance Contract	\$ 12,600

The total for these items is below that which was expended last year. All combined, it is expected that our year end positive cash flow will be approximately \$ 119,000 which will be saved for future needs.

Agency Recruitment and Retention

As previously discussed, the District has found itself to be increasingly non competitive in the recruitment and retention of quality employees due to a lack of health care, disability, and retirement plan benefits. All federal, state, and parish governmental, law enforcement, public educational, and the larger private companies that we compete with for employees offer such benefit plans.

Based on a request by from the Personnel Committee I have investigated a number of potential plan administrators to implement our potential plan. As you may remember, we have had Richard Jenkins discuss the implementation Health Insurance and related plans for our employees. Tonight, we will have Stephen Gaubert of AIG VALIC discuss the merits and administration of a

Section 125 cafeteria or Flex Benefits style benefit plan and a Section 457(B) Retirement Account.

A Section 125 Cafeteria plan is an employee benefit arrangement allowed by IRS Code Section 125, under which employees are allowed to pay for certain employee benefits on a pretax rather than an after-tax basis. Cafeteria plans allow employees to use pretax dollars to choose among different types of benefits. Cafeteria plans typically have core benefits such as medical and life insurance, sick leave and sometimes disability benefits. Option benefits may include anything from dental insurance and elder care to vision coverage.

A Section 457(b) Deferred Compensation Plan is a non-qualified tax-deferred compensation plan that works very much like other retirement plans such as the 403(b) and 401(k). Local and state governments are eligible to establish a 457(b) plan for their employees. This type of 457(b) covers employees of a state, a political subdivision of a state, any agency or instrumentality of a state, or political subdivision of a state. These types of employees can include: local and state government workers, fire fighters, police personnel.

The proper implementation of these two types of plans will result in a desirable benefit package for our employees at a reasonable cost to our agency.

It is suggested that the District formally consider the funding level of a benefit plan at our next meeting. After the funding level is set, the specific formal details can be developed.

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

OLD BUSINESS

Chairman Coleman reviewed the yearly maintenance, support, and insurance agreements and the yearly cost for each company : CML, HigherGround, GeoComm, and Moore & Jenkins. All items have been included in the 2007 budget and represent no new programs. Total cost is slightly lower than last year. He asked for a motion to accept and approve these yearly agreements.

After a discussion, Mr. Verret made the motion to accept and approve to continue with each of these companies (CML, HigherGround, GeoComm, and Moore & Jenkins) and their yearly agreements for the year 2007-2008. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

NEW BUSINESS

Chairman Coleman asked Mr Gaubert to give a summary on the benefit plans that his company, AIG Financial Advisors, can administer. The two types of plans that were discussed were a Section 457 B Retirement Account and Section 125 Flexible Plans. The first step is for the agency to determine the level of yearly funding to commit to. It was suggested that an allowance of \$ 400 per month per employee would cover health insurance and that 10% of an employee's pay be the level of the agency's contribution toward retirement.

To encourage employee retention it was suggested that the employee would have to have at least 3 years of service before the 457 B account would be vested. Employee benefits will be discussed by the board at next months meeting, no action was taken at this time.

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 2007 year's budget. Mr. Fenner asked the board for a motion to move \$60,000 out of the checking account into a CD with the highest rate for 6 months.

Mr. Bridges made the motion to accept and approve all the July, 2007, treasurer's report, the financial statements, the checklist and the 2007 budget review, and to give approval to move \$60,000 from checking into a higher paying 6 month CD. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

Mrs. August made the motion to go into executive session to discuss personnel issues. Mr. Bridges seconded the motion. Motion passed by unanimous vote.

Upon returning from executive session Mr. Coleman stated that the board took no action during the executive session.

Mrs. August made the motion to return to regular session. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

It was the recommendation of the personnel committee to give Mrs. Shannon Moore a 2.6% raise at her 6 month anniversary date and Mrs. Thomas will be raised to the 100 % salary level for her pay grade at this time. Contract worker pay level would stay the same at this time.

Mr. Fenner made the motion to give Mrs. Shannon Moore a 2.6% raise at her 6 month anniversary date and Mrs. Thomas will be raised to the 100 % salary level for her pay grade at this time. Contract worker pay level would stay the same at this time. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

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