

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
October 19, 2021

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin, Fred McClanahan, Clarence Babineaux,
Van Anderson, and John Robinson

Board Members Absent: Reverend Roy Thomas, Jackie Lewis

Others Present: Martha Carter, Tommy Mazzone, Judy Rachal, Howard Adkins, Beth Ann Carter,
Mike Culbertson, Wes Edge, Richard Stewart (9-1-1 Staff); Zelda Tucker (Legal
Counsel) and (Guests) Director Martha Bryant (Caddo Sheriff's Office), Grant
Schlueter (Foley & Judell, LLP) Lucius McGehee (Argent Advisors, Inc.) Travis
Morehart, CPA (Cook & Morehart)

Mr. Irvin called the meeting to order and asked Ms. Rachal to please make note of those in attendance. Mr. Irvin welcomed guests, Director Bryant from the Caddo Parish Sheriff's Office, Mr. Grant Schlueter with Foley & Judell, Mr. Lucius McGehee with Argent Advisors, and Mr. Travis Morehart with Cook & Morehart.

Mr. Irvin then asked for a motion to approve the Tuesday, August 31, 2021, meeting minutes. Mr. Babineaux moved to approve the minutes as submitted, and Mr. Anderson seconded the motion. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Ms. Carter for a report of the August 31, 2021 and September 30, 2021 compiled financial statements. Ms. Carter stated for the month of August, the District had monthly revenues of \$286,264.55 with total monthly expenditures of \$284,793.55, which resulted in \$1,471.00 in revenue over expenditures. As of August 31, 2021, the District had \$7,981,963.52 in Cash-in-Bank, and Fixed Assets totaled \$40,252,811.21.

Ms. Carter stated for the month of September, the District had monthly revenues of \$310,991.59 with total monthly expenditures of \$286,490.97, which resulted in \$24,500.62 in revenues over expenditures. As of September 30, 2021, the District had \$8,006,394.78 in Cash-in-Bank, and the Fixed Assets totals remained unchanged from the August 31, 2021 statement.

Mr. Irvin asked for a status update on the P25 Radio System Closeout and Refresh Project. Ms. Carter stated that the project was very close to being completed. She stated that on September 17, 2021 the certificate of final project acceptance of the parish-wide P25 Phase 2 radio system was signed. She explained that the signing of the final system acceptance certificate triggers the commencement of the one-year warranty period on the radio system, and will trigger a final payment pursuant to the radio contract. Ms. Carter stated that in September, there were two outstanding items that needed to be completed: the training of District staff on the test equipment purchased for the new system and the completion of the interface between the radio system and the CAD system for GPS tracking of portable radio units. Ms. Carter stated that both of these items had recently been completed.

Ms. Carter explained as part of the 9-1-1 District's contract with Motorola relative to the implementation of the P25 Phase 2 radio system, Motorola had the responsibility to upgrade the radio system to the latest software version at no cost to the District during the warranty period. Per the terms of the contract, additional system refreshes would be scheduled every fourth year after warranty expiration and there would be a cost associated with the refreshes. Ms. Carter stated that Motorola was planning the upgrade of the radio system to the new cores beginning the week of November 1st. She explained that the upgrade would be a total "fork-lift" or change out of the radio electronics or "guts" located at the 9-1-1 primary site and the site at Fire Station #17, which was the backup core site. She stated that the other tower sites' electronics would not have to be

replaced, and the mobile and portable radios would not have to be touched or reprogrammed. Ms. Carter stated as the date gets closer to November 1st, that planning meetings would be coordinated with the agencies to discuss what the operational impact could be to their agencies' communications. Motorola stated the actual conversion to the new cores would result in the system going into site trunking for less than 2 minutes on November 1st and November 2nd. Ms. Carter explained that Site Trunking means that the communications personnel or dispatchers would not be able to communicate with the field personnel via the use of the radio consoles itself, but they would be able to communicate with the field personnel via back up radios that were located next to each console position. She stated that field Personnel would be able to communicate with the agencies' dispatchers via that back up radio and Dispatch should not lose radio communications with any radio users. Ms. Carter also stated that the upgrade was also being coordinated with Motorola's subcontractor for the microwave system, as well as the agencies' audio equipment provider, NICE. She stated that the NICE representative would be on-premise to ensure that the agencies' recording equipment was working properly.

Ms. Carter stated there were a lot of moving parts to the upgrade, but Motorola had laid out a plan and there should be little interruption to the agencies' communications. She stated that the Board would be updated if there were any major changes to the plan.

Mr. Irvin asked for a status report on the release of the Request for Proposals (RFP) for the purchase and implementation of a Next Generation 9-1-1 System. Ms. Carter stated that the RFP was released October 5, 2021. The RFP was advertised in the District's Official Journal, *The Times* as well as on the District's website and had been posted on the electronic proposal service website, Periscope Holdings, Inc. previously known as Bidsync, for those proposers, who choose to submit their proposal responses electronically. Ms. Carter stated there would be a mandatory pre-proposal conference on October 26, 2021 at the 9-1-1 Center, as well as a site visits to the Port. She stated that the deadline for vendor questions via US Mail or Email was 3:00 p.m. central time on November 9, 2021. She stated that Caddo Parish 9-1-1 would respond to all vendor questions by close of business via email on November 23, 2021 and that vendor proposals were due to the District by 3:00 p.m. central time on December 14, 2021. She reported that as of October 19, 2021, the District had received nine acknowledgements of interest in the RFP.

Mr. Irvin asked for a report of Agenda Item #6 which was the consideration of a resolution giving preliminary approval to the issuance of certificates of indebtedness, in one or more series, of Communications District Number One of Caddo Parish, Louisiana; making application to the State Bond Commission for approval of said certificates and providing for other matters in connection therewith. Ms. Carter stated there was a lot of information covered within this agenda item, but due to the technical financial nature of the resolution, Ms. Carter ask Mr. Schlueter of Folley and Judell, Mr. McGehee of Argent Advisors, and Mr. Morehart, the District's CPA with Cook & Morehart to be available on-site to answer questions concerning this resolution.

Ms. Carter stated that typically, when the District had a proposal on a project that needed to be done, a subcommittee of the Board performs research and if the subcommittee feels that the project had value or merit, the project was brought forward to the Board for consideration with recommendations from the subcommittee. She stated that due to time constraints, she was asking the Board for their indulgence to process this request in reverse. She stated that on September 9, 2021 the Facility Enhancement Subcommittee comprised of Mr. Babineaux, Mr. Lewis, and Mr. Anderson met with Mr. Mike Newman of Newman Marchive, the District's architect, Mr. Jim Bowman of Purtle and Associates (electrical/mechanical engineer) to review the scope of the Facility Refresh Project and the proposed budget of the project. During the September 9th subcommittee meeting, she reported that the Subcommittee had no problem recommending the scope of the project to the Board, but due to the estimated cost of the project, the Subcommittee agreed that the next step should be to send the proposed project's budget to the Board's Budget/Investment Subcommittee. Ms. Carter stated that the scope of work and the estimated construction budget had been included within the agenda package. She reported that the scope of work basically covered upgrading the facility's HVAC system and ventilation system, cleaning the existing ductwork, replacing ceiling tiles, adding an additional console in the Sheriff's Office, redoing the pathways in the building, replacing some carpet, as well as providing for an independent water source to act as an emergency backup to the municipal water supply. She stated that the scope also covered hardening of the facilities security system and changes to the entrances into the building. Ms. Carter stated

that until formal reconstruction bid responses had been received, the District would not know the true construction cost.

Ms. Carter stated on Wednesday, October 13th a conference call had been conducted with the Budget Subcommittee (Mr. McClanahan, Mr. Babineaux, Reverend Thomas) Mr. Morehart, Mr. Schlueter, Mr. McGehee, Mr. Hanes, Mr. Mazzone and her. Mr. McGehee shared during the meeting that he had contacted Capital One, who holds the District's existing 2017 Certificates of Indebtedness debt, to determine if they would be willing to participate in a private bond placement with the District. He stated that Capital One indicated that they were willing to allow the District to restructure the debt at a reduced interest rate and issue additional bonds to the District to fund the Facility Refresh Project. Mr. Morehart stated he did not want the District's expenditure outflow to be increased. Mr. Schlueter explained that pursuant to the covenants of the 2017 Certificates of Indebtedness with Capital One, there were provisions that state that the debt was not callable for ten years, which means that the debt could not be refinanced or prepaid for ten years from issuance. Capital One, however, indicated they would waive call protection for the District's debt. Ms. Carter further stated Capital One was proposing an interest rate reduction of the existing debt from 3.15% to 2.85% and issuing new debt of \$1.68 million for facility construction, which would reduce the District's overall existing debt service payments by \$128,191 annually. She explained that this proposal would extend the District's debt another four years, but the District was also retiring the 2011 Certificate of Indebtedness on December 1, 2021.

As a reminder, Ms. Carter stated there would be fees associated with the issuance of the certificates of indebtedness that would be payable to the State Bond Commission, the retainage of Mr. Schlueter as Bond Counsel and Mr. McGehee as Municipal Financial Advisor. She explained that fees for municipal advisors were not regulated by the Bond Commission, but their fees were based upon a percentage of the amount of the debt issuance. She also stated that Bond Counsel fees were regulated by the Attorney General's office and was based upon a percentage of the debt incurred.

Ms. Carter stated the issue with the time-line was the deadline to make an application for the State Bond Commission's November 18th meeting was October 19th. She explained that a preliminary application had been made on behalf of the District on the morning of October 19th in order to make the deadline. Should the Board vote not to move forward with the issuance of certificates of indebtedness, the application would be withdrawn. Ms. Carter further stated a timeline of approvals that the District must receive prior to being able to restructure the existing debt and fund the Facility Refresh Project had been included within the agenda package. Mr. Schlueter stated once the Board of Commissioners adopted the proposed resolution, the District would then have to seek permission from the Caddo Parish Commission approving the District's application at the Caddo Parish Commission's November 4th meeting for submittal to the State Bond Commission. During the November 16th board meeting, the 9-1-1 Board of Commissioners would have to adopt a certified resolution accepting execution of a commitment letter from Capital One, which would formally stipulate interest rate, amount of debt, and a schedule of interest rate and principal payments, which would then be submitted to the State Bond Commission for consideration at their November 18, 2021 meeting. Ms. Carter stated she and Mr. Schlueter would be attending the Caddo Parish Commission's Meetings the first week of November to answer any questions that Commissioners may have.

Ms. Carter asked Mr. McGehee to speak to the current interest rates. Mr. McGehee stated that for Capital One to be this flexible said something about the District. Mr. McGehee believes was a testament to the District it was taking care of business and paying their debts. He stated that for this to progress from an idea to money actually changing hands in 45 days while working with the Bond Commission was unheard of.

Mr. Irvin stated he would entertain a motion giving preliminary approval to the issuance of Certificates of Indebtedness, in one or more series, of the Communications District Number One of Caddo Parish, Louisiana; making application to the State Bond Commission for approval of said Certificates; and providing for other matters in connection therewith. Mr. Babineaux moved and Mr. McClanahan seconded the motion. The motion was unanimously approved by the Board.

Mr. Irvin stated once again Ms. Carter and her team had gone above and beyond to take care of business. Ms. Carter thanked him.

Mr. Irvin asked if there was any old business to be brought before the Board. Ms. Carter stated she did not have any old business.

Mr. Irvin then asked if there was any new business. Ms. Carter gave a briefing on some property maintenance issues discovered at the Ellerbe Road tower site. She stated that on October 4, 2021 a review of the District's entire tract of property located at 5589 Bent Tree Drive, which was the location of one of the District's radio communications tower site, was performed by District staff and a fence contractor. The site review was conducted after it was discovered that the citizen, who has a land use lease agreement with the District for a portion of the District's property at the tower site, was improperly using and accessing the District's property. Ms. Carter asked the Board to recall correspondence, dated September 17, 2021, to the citizen clarifying the proper use of the District's property and requesting that corrective action be taken to remove debris and structures that had been erected on the District's property. Also during the site review, it was discovered that there are several hundred feet of fencing that needed to be replaced/repared in an effort to properly secure and delineate the District's property boundaries. She stated that due to the amount of fencing that needed to be repaired/replaced, the preliminary estimate received to perform the work would require the District to receive multiple quotations/proposals prior to repairs being made. She stated that this would have to be incorporated into the budget. Ms. Carter reminded the Board the original fencing contract was for \$33,650 twenty years ago. She stated that an initial estimate to make repairs and/or replace some fencing and clear a walk around the entire fence line of property was \$34,900. Ms. Carter clarified that this would not be a complete replacement, but would repair where trees had fallen over the fence, and where the fence had been damaged otherwise. She stated that there was also fencing around the tower guy wires that would need to be replaced. The proposal would need to be specific to only the areas that needed to be repaired or replaced. Ms. Tucker explained that the lack of a secure fence line had become a safety issue since the property was in the middle of a residential area with children. Ms. Tucker also responded to the question that the citizen had been responsive to the District's letter and was rectifying areas of improper usage. Ms. Carter stated once proposals have been received to make the necessary repairs, she would provide an update to the Board for consideration to incorporate into the budget.

With no further business to be brought before the Board, Mr. Irvin adjourned the meeting.