

**WASHINGTON PARISH COMMUNICATIONS DISTRICT
Committee Minutes, April 03, 2007**

A properly advertised Washington Parish Communications District Board meeting was held on April 03, 2007 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

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

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

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. August 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. There were not enough members to make a quorum so those present met as a committee.

Coleman called for a motion to dispense with the reading of the minutes from the March 6, 2007 meeting. The minutes of March were mailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the minutes of March 6, 2007. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mrs. August then made the motion to recommend that the board accept and approve the minutes as written of March 6, 2007. Mr. Bridges 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 February. There have been no equipment failures, during the past month.

We gave out a total of 103 new addresses in the Parish during March. Location of these addresses was:

Franklinton	31
Mt. Hermon	05

Pine	13
Bogalusa	38
Varnado	09
Angie	07
Total	103

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financial statements and other information have been given to Mr. Durden for his use in preparing our yearly compilation report.

Mrs. Shannon Moore accepted our offer of employment and has started work. Her training progress has been excellent.

Special Projects

The Jeep Cherokee addressing vehicle that we acquired from state surplus has now been equipped with its measuring equipment and computer docking station and stand. The windshield has also been changed and the headliner and radiator replaced. The new computer has been received and is being shipped to Geo-Comm for software installation.

The GeoComm maps and mapping software upgrades continue to be utilized without any problems. The latest set of changes and updates to the maps have been returned to us by Geo-Comm and all computers have been updated.

A new Nextel cell tower in Bogalusa was successfully tested on March 4, 2007.

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 recommend that the board accept and approve the Manager’s Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN’S REPORT

PSAP Equipment

PSAP equipment is operating as per Mrs. Thomas reported.

Map Development

As Mrs. Thomas reported all electronic maps on our computers are now current. These updates will soon be placed on the internet for public access.

Public 911 Education

Our 911 web site had 473 page loads and 227 new visitors during the month of March. This is slight increase in the number of new users from the previous month.

WPCD's Basic Communications Center for Washington Parish

Design work continues on our Phase 1 building project with current emphasis on the overall site layout. Once the site layout is finalized, the location of the building will be fixed and soil borings can be accomplished to determine foundation design criteria.

VoIP

Implementation of 9-1-1 service from VoIP providers is continuing. We are currently working with three companies in this effort.

Addressing Vehicle

As reported by Mrs. Thomas the Jeep has been equipped and repaired. Upon completion of the computer system work by Geo-Comm, it will be placed into service.

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. Bridges made the motion to recommend that the board accept and approve the Chairman's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Due to the absence to Mr. Fenner, Mrs. Thomas gave the treasurer's report.

Mrs. Thomas reviewed all financial statements beginning with the balance sheet, both assets and liabilities. She then reviewed the income and budget statements. Next, she reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mrs. August recommended that we revise the budget in the month of June.

Chairman Coleman called for a motion to recommend that the board accept and approve the Treasurer's report, the financial statements, the checklist and the 2007 budget review.

Mr. Bridges made the motion to recommend that the board accept and approve the Treasurer's report, the financial statements, the checklist and the 2007 budget review. Mrs. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC COMMENTS

There were no comments from the public.

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

Mr. Bridges made the motion to adjourn the committee meeting. Mrs. August seconded the motion. Motion passed by a unanimous vote. Meeting of the committee adjourned at 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary