

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 6, 2007**

A properly advertised Washington Parish Communications District Board meeting was held on March 06, 2007 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	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. 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.

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

Mr. Fenner then made the motion to accept as written the minutes of February 6, 2007. Mr. Stogner 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 51 new addresses in the Parish during February. Location of these addresses were as follows :

Franklinton	24
Mt. Hermon	03
Pine	11
Bogalusa	08
Varnado	00
Angie	05
Total	51

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

We are in the middle of our search for a permanent Mapping / Administrative Assistant. All candidates for our open position were ranked according to the following : Education, Work Attitude Score, Test Candor Score, Mapping/GIS Test, Typing Test, and Excel Exercise.

The three top ranked applicants were called last week for an interview with the Personnel Committee. Mr. Fenner and Mrs. August were unable to attend the interviews. Mr. Verret led the interviews and Mr. Coleman sat in as an alternate. I also participated in the interviews. Two of the three top candidates came for the interview. The third candidate never showed nor did she call to cancel or reschedule.

The resulting two finalists were Ms. Shannon Moore and Ms. Tawana Applegate. A member of the Personnel Committee will make their recommendation at tonight's meeting.

***Special Projects***

The Jeep Cherokee addressing vehicle that we acquired from state surplus is now being equipped with its measuring and GPS equipment. The windshield will also be changed and the headliner re-glued or replaced. This and changing the oil, are the only maintenance or repair items needed.

The GeoComm maps and mapping software upgrades continue to be utilized without any problems. Changes and updates to the maps are being submitted to GeoComm as part of our ongoing map maintenance agreement as they become available.

Final Vonage VoIP system testing was accomplished during February. These tests were successful and Vonage is now routing Washington Parish calls to our 9-1-1 system. In addition, we are now receiving 9-1-1 fees from Vonage's customers that live in the parish.

We are scheduled to do cell tower testing this week for Centennial and Nextel as part of their normal maintenance testing.

Mr. Coleman and I attended an Emergency Response Summit in Baton Rouge last week. The report on this meeting will be in Chairman Coleman's report.

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. Stogner made the motion to accept and approve the Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Mapping and Addresses**

The latest map updates are ready to be submitted. The latest count of new roads since the last update in November now stands at 31.

### **Public 911 Education**

Our 911 web site had 510 page loads and 207 new visitors during the month of February. This is a slight decrease in the number of new users from the previous month due to three fewer days.

### **Communications Center for Washington Parish**

Four separate submissions have been updated with our final project estimate of :

<b>Building (20,032 sq ft)</b>	<b>\$ 3,702,759</b>	
<b>Additional Site Related Line Items</b>	<b><u>\$ 650,000</u></b>	
<b>Total (Building and Site)</b>		<b>\$ 4,352,759</b>
<b>Equipment</b>	<b>\$ 2,460,500</b>	
<b>Contingencies</b>	<b>\$ 435,276</b>	
<b>Professional Services - Architectural, Engineering, Legal, and Project Management</b>	<b>\$ 435,276</b>	
<b>Land</b>	<b><u>\$75,000</u></b>	
<b>Total (Equip., Conting., Services, Land)</b>		<b><u>\$ 3,406,052</u></b>

<b>Total Project</b>		<b>\$7,758,811</b>
<b>Less Local Funds, Land</b>	<b>(\$75,000)</b>	
<b>Less Local Funds, National Guard Site Work</b>	<b>(\$50,000)</b>	
<b>Total Local Funds</b>		<b><u>\$ 125,000</u></b>
<b>Total Funding Requested</b>		<b>\$ 7,633,811</b>

The updated submissions have been submitted to :

Louisiana Capital Outlay Request for Washington Parish  
United States Department of Agriculture grant / loan program  
United States Senate  
United States House

Lambert Consultants have also updated our working drawings for this project as shown on the conference table.

**Front Line Addressing Vehicle**

As reported by Mrs. Thomas a four wheel drive vehicle for the District has been acquired and the equipment is being installed.

**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 accept and approve the Chairman’s Report as given. Mr. Fenner 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 called for a motion to move \$ 30,000 out of the checking account due to the fact that we currently have over \$100,000.00 in the checking account and to put it into a 6 month CD at where ever the highest interest rate would be.

Mrs. Thomas will call and check and see what the rates are and which ever bank had the highest that is where we would open a 6 month CD.

In review of our budget we are over our budget for the year to date on equipment maintenance costs. Chairman Coleman will look into the reason behind this. He believes that this was due to troubleshooting our T-1 lines from Bellsouth.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist and the 2007 budget review and to move \$30,000 out of checking into a 6 month CD at which ever bank has the highest interest rate. Mr. Bridges made the motion to accept and approve the Treasurer's report, the financial statements, the checklist and the 2007 budget review and to move \$30,000 out of checking into a 6 month CD at which ever bank has the highest interest rate. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

#### **OLD AND NEW BUSINESS**

At this time Chairman Coleman called for a motion to go into executive session to discuss personnel issues.. Mr. Bridges made the motion to this effect and Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Motion was made by Mr. Stogner to go back into regular meeting, Mr Fenner seconded the motion. Motion passed by a unanimous vote. Chairman Coleman stated that no actions were taken during the executive session.

Mr. Fenner state that the Personnel Committee recommends that Mrs. Shannon Moore be hired as the mapping and addressing assistant at the starting rate of \$22,200 per year which is stated in the Policy and Procedure Manual as the beginning salary for this position.

Mr. Fenner made the motion to hire Mrs. Shannon Moore at the beginning salary of \$22,200. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Mrs. Thomas will call Mrs. Moore and inform her of the Board's action.

On another subject, the question was asked if we could share our address information to other public agencies and what the ramifications could be. Mr. Gatewood stated that he will research this and have more information on the issues at next months meeting.

#### **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 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 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

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